

**PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR ADMINISTRATIVE PROFESSIONALS**

Get more out of your work by partnering with your boss!

Seminar #2268

**Overview**

Attend this seminar and master techniques for effective goal setting, prioritizing, planning, decision making, relationship building and listening. Learn how to communicate confidently and assertively—and develop and use power and authority.

You'll return to work better able to support your organization's/boss's goals, adapt to various communication styles to successfully influence and work with your boss and others, establish trust, credibility and authority to strengthen your relationship with your boss.

**Schedule**

- [2] days

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- [2] days - \$1,645 Non Members
- [2] days - \$1,495 AMA Members
- [2] days - \$1,280 GSA

**Credits**

1.2 CEU

**Schedule**

We have 13 scheduled sessions located nationwide starting between 6/21/2012 - 2/21/2013

Date	Location	Duration
Jun 21, 2012 - Jun 22, 2012	San Francisco, CA	2 Days
Jun 28, 2012 - Jun 29, 2012	New York, NY	2 Days
Jul 16, 2012 - Jul 17, 2012	Arlington/Washington DC, DC	2 Days
Aug 6, 2012 - Aug 7, 2012	Atlanta, GA	2 Days
Aug 27, 2012 - Aug 28, 2012	Chicago, IL	2 Days
Sep 27, 2012 - Sep 28, 2012	New York, NY	2 Days
Oct 4, 2012 - Oct 5, 2012	Arlington/Washington DC, DC	2 Days
Oct 22, 2012 - Oct 23, 2012	Dallas, TX	2 Days
Nov 29, 2012 - Nov 30, 2012	Chicago, IL	2 Days
Dec 6, 2012 - Dec 7, 2012	New York, NY	2 Days
Jan 10, 2013 - Jan 11, 2013	San Francisco, CA	2 Days
Jan 28, 2013 - Jan 29, 2013	Arlington/Washington DC, DC	2 Days
Feb 21, 2013 - Feb 22, 2013	Chicago, IL	2 Days

Registering more than 4 people, please call 1-877-566-9441.

**How You Will Benefit**

- Consistently anticipate your boss's needs
- Gain the respect of your boss and be taken seriously
- Get what you need from others to accomplish your job and achieve your boss's goals
- Have the authority to make—and act on—decisions
- Confidently represent your boss
- Be seen by your boss and by others as a valuable professional resource
- Develop a trusting relationship with your boss
- Partner with multiple bosses and other office professionals
- Effectively use time and get more things done in a day

**What You Will Cover**

**Defining the Strategic Partnership**

- Identify the characteristics of effective partnering with your boss and use these features to create a positive partnership

**Developing a Trusting Relationship with the Boss**

- Adapt methods to complement the boss's preferences by completing a self-evaluation exercise and creating a blueprint for change

**Planning Skills to Anticipate and Proactively Support the Boss**

- Choose and apply the active listening skills that allow you to anticipate the boss's needs by completing a communication assessment and enacting a listening skills role play

**Extending the Partnership**

- Define and integrate your personal power bases by revisiting trust...and by completing a "power-base planner"

**Aligning and Expanding Partnering Relationships**

- Use influencing and persuasive communication skills in planning and delivering a business case presentation

**Who Should Attend**

Senior administrative support staff, executive secretaries, administrative assistants, staff assistants and executive assistants.

**Special Feature**

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments,

tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

**Ways to Register**

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email [customerservice@amanet.org](mailto:customerservice@amanet.org)
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)