

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2298](http://www.amanet.org/2298)

# Project Management for Administrative Professionals

## Is there an advantage to learning project management for administrative professionals? Yes!

If you're looking to take on the added pressure and challenges associated with projects, the techniques of project management for administrative professionals will give you the confidence you need to get the job done.

Whether you're an administrative assistant, secretary, executive secretary or another member of the administrative support staff, now you can get the skills that spell project management success—scheduling, budgeting and planning. Learn how project management for administrative professionals will help you take a project from conception to completion.

### How You Will Benefit

- Learn the project management for administrative professionals skills to plan, organize and control projects of any size
- Organize and track all project resources to maximize productivity
- Anticipate problems or solve them as they arise
- Manage time while juggling multiple projects with ongoing daily responsibilities
- Gain the ability to exert influence without authority

### What You Will Cover

- Defining project management
- Planning and controlling projects
- Meeting project objectives
- Solving project problems
- Managing time and priorities
- Learning from each project
- Coordinating work done by others
- Improving communication skills

### Who Should Attend

Executive secretaries and assistants, administrative assistants and administrative support personnel, office managers, sales assistants and any administrative professional who is responsible for projects.

### Schedule

- [3] days - \$1,895 Non Members
- [3] days - \$1,695 AMA Members
- [3] days - \$1,605 GSA

## Credits

1.8 CEU

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