

PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS

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

Yes!

Seminar #2298

Overview

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.

Schedule

- [3] days

- [3] days - \$1,895 Non Members
- [3] days - \$1,695 AMA Members
- [3] days - \$1,451 GSA

Credits

1.8 CEU

Schedule

We have 10 scheduled sessions located nationwide starting between 6/13/2012 - 1/14/2013

Date	Location	Duration
Jun 13, 2012 - Jun 15, 2012	Los Angeles, CA	3 Days
Jul 16, 2012 - Jul 18, 2012	New York, NY	3 Days
Aug 1, 2012 - Aug 3, 2012	Arlington/Washington DC, DC	3 Days
Aug 15, 2012 - Aug 17, 2012	Chicago, IL	3 Days
Sep 5, 2012 - Sep 7, 2012	San Francisco, CA	3 Days
Sep 26, 2012 - Sep 28, 2012	Atlanta, GA	3 Days
Oct 15, 2012 - Oct 17, 2012	Arlington/Washington DC, DC	3 Days
Oct 22, 2012 - Oct 24, 2012	New York, NY	3 Days
Dec 10, 2012 - Dec 12, 2012	New York, NY	3 Days
Jan 14, 2013 - Jan 16, 2013	Arlington/Washington DC, DC	3 Days

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

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.

Ways to Register

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