

STEPPING UP TO LEADERSHIP: A COURSE FOR ADMINISTRATIVE PROFESSIONALS

You are asked to take on the challenge of leadership. This seminar focuses on leadership for administrative professionals who want the right skills for success!

Seminar #2119

Overview

Form and lead administrative teams, cross-train administrative professionals, supervise staff members and make decisions that impact the bottom line.

Taking this course on leadership for administrative professionals affords you the opportunity to better deal with setting work expectations, influencing and motivating people to perform well and providing feedback and coaching.

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 5 scheduled sessions located nationwide starting between 6/4/2012 - 2/4/2013

Date	Location	Duration
Jun 4, 2012 - Jun 6, 2012	Arlington/Washington DC, DC	3 Days
Aug 20, 2012 - Aug 22, 2012	San Francisco, CA	3 Days
Oct 29, 2012 - Oct 31, 2012	Chicago, IL	3 Days
Dec 17, 2012 - Dec 19, 2012	Arlington/Washington DC, DC	3 Days
Feb 4, 2013 - Feb 6, 2013	San Francisco, CA	3 Days

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

How You Will Benefit

- Acquire the confidence and self-esteem to help you step up to an administrative leadership role
- Understand behaviors specific to leadership for administrative professionals
- Develop strategies to influence and motivate up, down and across the organization
- Learn to set expectations and provide feedback and coaching whether you directly or indirectly supervise people
- Identify and apply emotional intelligence behaviors

What You Will Cover

- Stepping up to the leadership challenge
- Thinking strategically about your role and your organization
- Creating partnerships that get you the information and resources you need
- Leading teams and individuals without direct authority
- Emotional Intelligence (EI): assessing and developing skills
- Career development strategies: creating your own personal development plan

Who Should Attend

Senior level administrative assistants, executive secretaries, administrative support staff or office support personnel with formal and informal supervisory responsibilities.

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](#)