

SUPPORTING MULTIPLE BOSSES: A COURSE FOR ADMINISTRATIVE PROFESSIONALS

Supporting Multiple Bosses: A Course for Administrative Professionals

Seminar #2123

Overview

If you do, you know it can be the perfect scenario for inefficient, unsatisfying work and increased stress- especially when the economy is putting more pressure on everyone. This two-day seminar is designed for administrative professionals who want to learn valuable skills for not only dealing effectively with two or three bosses-but enjoying and advancing their careers in the process.

Credits

Schedule

We're sorry but this seminar is no longer available as an open enrollment seminar, but it can be delivered at your site. Please consider these alternative solutions to your development needs:

- [Explore AMA's other offerings.](#)
- Call 1-877-566-9441 to speak to a sales representative about bringing this or a similar seminar to your workplace.
- [Request a copy of AMAs most recent seminar catalog.](#)

How You Will Benefit

- Understand how to deal with different boss personality types and with less stress
- Learn how to say 'no' to projects and offer solutions instead of becoming overwhelmed
- Increase your boss's awareness of challenges you face - in a diplomatic way
- Discover opportunities for success when handling multiple bosses
- Understand how to align and expand your working relationships with peers

What You Will Cover

- The role of the boss/administrative professional partnership
- Communication strategies for ongoing productive work relationships
- Distinguishing between priority and urgent situations
- Communicating with composure and increased effectiveness
- Action plan: developing a blueprint and dialogue guidelines for dealing with multiple bosses

Who Should Attend

Executive secretaries and assistants, administrative support staff, office managers, coordinators, team members and associates, office coordinators/supervisors/managers.

Special Feature

On-the job tools/job aids/references for self management and boss management.

Ways to Register

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