



The Quintessential Assistant
Tuesday, April 29th (Part 1)
&
Thursday, May 15th (Part 2)
8:30am –12:30pm
Human Resources Training Room

Outstanding assistants possess a combination of positive attributes – they're organized ...motivated...excellent project managers...able to work independently...and adept at handling the pressure of multiple tasks, deadlines and bosses. These are just the kind of skills you will learn in this two part training course.

Objectives

- ❖ Time management solutions that work.
- ❖ Stress management techniques.
- ❖ How to organize yourself and your supervisor.
- ❖ Managing upward, helping your supervisor manage you.
- ❖ Managing multiple projects and priorities.
- ❖ Assertiveness skills that help you get the job done.
- ❖ Successfully navigating 'office politics'.
- ❖ How to handle the interruptions that sabotage your productivity.
- ❖ Effectively working with multiple supervisors.
- ❖ Working together: the manager/assistant team.
- ❖ Delegation - the way to multiply your effectiveness.
- ❖ Leveraging technology to increase productivity.
- ❖ Business etiquette.

****BONUS****

Learn about yourself with a brief personality assessment.

You will gain practical proven skills that will make you more productive, more valuable and more bottom-line effective than ever before!

NOTE: This is a 2 part course and will require attendance to both sessions to receive course completion.