



## INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

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# THE ADMINISTRATIVE ASSISTANT WORKSHOP

Duration: 6 hours



**Become an indispensable assistant!** Outstanding assistants possess a combination of positive attributes. They can prioritize, manage workflow, multitask, manage stress ... and are motivated among other things.

**Whether you are an administrative assistant, personal assistant, or a secretary, this workshop is designed with you in mind.**

## **Course Content**

- Getting organized and staying organized
- Providing indispensable support to the team
- Multi-tasking and staying on track
- Dealing with different (and sometimes difficult) personalities
- Working with multiple bosses
- Working together (the manager / assistant team)
- Coordinating meetings and other events
- Dealing with interruptions
- Managing stress

Participants will gain valuable skills from this workshop which will be beneficial for everyday situations. Create your own action plan for improvement that you will implement on your return to the office.

**Maximum number of participants: 20**