



YOUR COURSE SCHEDULE-AT A-GLANCE



Tuesday, October 18th, 2016

9:00 AM - 10:30 AM

MEMORY SKILLS FOR ADMINISTRATIVE PROFESSIONALS

To master your memory is to invite success in business, in education and in your relationships. A trained memory is an absolute necessity to today's administrative professional. In your business life as well as in your personal life, the ability to remember names and faces, verbal instructions, and numerical data is of immeasurable importance. Past participants say that learning how to deliver speeches and presentations without the need for notes was in itself well worth the cost of this seminar.



10:30 AM - 10:45 AM - REFRESHMENT BREAK



10:45 AM - 12:15 PM

FROM ADMINISTRATIVE ASSISTANT TO ADMINISTRATIVE PROFESSIONAL

While some of the "old guard" believes that the 90's name change from secretary through administrative assistant to administrative professional is just another example of political correctness, it in fact represents a true paradigm shift. Many of the functions and responsibilities of management have fallen on the shoulders of administrative professionals as organizations have downsized over the past decade. In this important session we will discuss this new reality and develop those crucial management tools needed to take you to a higher level of proficiency.



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