

YOUR COURSE SCHEDULE-AT A-GLANCE



Wednesday, October 19th, 2016

8:30 AM - 9:30 AM - CONTINENTAL BREAKFAST

A continental breakfast and coffee, tea and juices will be served prior to the morning session.

9:00 AM - 10:30 AM - INFLUENCE: Getting Results With People When You Are Not in Charge

Whether you are interacting with colleagues, your boss a subordinates, or senior management; gaining respect and cultivating influence are absolutely essential to your success and effectiveness. At this important segment, you will focus on the key elements of influencing others and improving workplace relationships. Particular attention will be given to dealing with a number of difficult personalities effectively. As well, Getting your team enthused and committed is not a simple task– but it becomes a great deal easier when you understand the basic principles of human motivation.

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

LEADERSHIP ESSENTIALS: Achieving Outstanding Results Through Others

As an administrative professional, your success is not measured solely by your individual contribution, but by how well you get work done with and through others. At this important session you will develop the skills every AP must have in order to achieve team synergy and effectiveness. In this session you will develop a proactive approach to meeting complex challenges, taking your management skills to a higher level of proficiency by applying appropriate behavioral strategies for success.

12:00 PM - 6:00 PM - AFTERNOON RECESS

In the afternoon participants will enjoy a recess. This free time will afford participants an opportunity to enjoy Las Vegas and the first class recreational facilities available at the Luxor Resort during day light hours.

6:00 PM - 8:45 PM - MANAGING STRESS AND NEGATIVE EMOTIONS

Stress has been called the “disease of the twenty-first century.” Unquestionably, the next decade will bring with it continued change and increased challenges for those in the role of administrative professional. The pressure of doing more with fewer resources and tighter timelines will only intensify. Paradoxically, stress can be either “the spice of life or the kiss of death.” The critical difference between positive and negative stress lies in the way we perceive and deal with each stressful situation – in short the way we cope! At this important session you will come to recognize the sources, symptoms and effects of stress and will develop strategies for effectively preventing, reducing, and managing stress.



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