



Conference for Administrative Professionals

Administrative Professionals

Training Day 2018

Conference for Administrative Professionals is dedicated to the success of anyone who wishes to go from Good to Extraordinary in their position as; Administrative Assistants, Office Managers, Executive Assistants, Secretaries, Receptionists, Front Desk Professionals and more.

Being presented in 4 modules, this one-day training will give you the edge you need to be an Extraordinary Administrative Professional!

Module 1: Progressive Professional- Advancing Your Career

- ★ How to create a powerful professional presence
- ★ How do you package yourself?
- ★ Is it worth it to get professional certification?
- ★ The importance of emotional intelligence

Module 2: How to Engage and Influence

- ★ Understanding yourself and others
- ★ Logos, ethos, and pathos
- ★ The communication “formula”
- ★ Six principles of influence

Module 3: Project Management for Administrative Professionals

- ★ The five phases of project management- a miracle isn't one of them
- ★ Time, cost, or performance- pick any two
- ★ How to prevent “things” from falling through the cracks
- ★ Estimating your time line more accurately
- ★ Track and brief your projects with clarity

Module 4: Plain Writing Made Simple

- ★ Academic writing: The new rules for both report writing and emails
- ★ Smart ways to add impact to your sentences
- ★ Grammar basics that really matter
- ★ Proofread like a pro

When:

Date: April 26, 2018

Time: 9:00 AM – 4:00 PM ET

Doors open at 8:30 for sign in & registration

Where:

Jacob K. Javits Federal Building
26 Federal Plaza, 6th Floor

Conference Room J

To reserve:

Go to www.LDiWorld.com

By phone to 1-888-474-8534

By e-mail to solutions@ldiworld.com



Special Pricing for this Event

Make your reservation before March 25 for

Early Bird Special Price \$99.00

(Standard \$125.00 after March 25)

CONTINENTAL BREAKFAST INCLUDED

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