

THE VALUABLE ADMINISTRATIVE ASSISTANT

Course Code: 821249

Learn vital skills such as how to anticipate your bosses' needs, be a communication liaison and act as a project manager.

Today, the Administrative Assistant operates at a high level, often reporting to more than one person. In this one-day instructor led Valuable Administrative Assistant Training course, learn vital skills such as how to anticipate your bosses' needs, be a communication liaison, act as a project manager, and operate as your boss' information manager.

What You'll Learn

Upon successful completion of The Valuable Administrative Assistant Training course, you will understand:

- How to Manage Multiple Roles
- How to anticipate needs
- Be a communication liaison
- Act as a project manager
- Operate as your bosses' information manager
- Develop the Detective Hat
- Dealing with Work Overload
- Supervise Office Operations and Support Staff

Who Needs to Attend

Individuals who want to improve their administrative skills.

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VIRTUAL CLASSROOM LIVE

\$695 USD

1 Day

Virtual Classroom Live Outline

Wearing Many Hats

- Managing Multiple Roles
- What Hats Do Others See You Wearing?
- What Your Manager Expects

Assisting the Manager

- Are They Lost Without You?
- Anticipate Needs
- Act as a Communication Liaison
- Making the Connection
- Act as a Communication Buffer
- Take Over Projects for Your Boss

Supervising Office Operations and Support Staff

- Are You Ready to Be a Supervisor?
- Supervisory Skills Self-Assessment
- Seven Supervisory Challenges

Providing Information

- Are You a Wealth of Information?
- Developing the Detective Hat
- Sharing the Information

Special Concerns of the Administrative Assistant

- Personal Requests

- Work Overload
- Dealing with Interruptions
- Supporting Two or More People

May 26 - 26, 2026 | 10:00 AM - 4:00 PM EDT

Aug 3 - 3, 2026 | 10:00 AM - 4:00 PM EDT

Oct 2 - 2, 2026 | 10:00 AM - 3:00 PM EDT

Dec 1 - 1, 2026 | 10:00 AM - 4:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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