

Reward Your Administrative Professional with a Day of Excellence of Education and Pampering

Wednesday April 21, 2010

8:30 am – 4:00pm

Continental Breakfast & Lunch Provided

\$150.00 per person

Looking for a perfect thank you for your assistant? Why not treat them to a day of fun, humor, and techniques to manage the everyday office challenges.

Sessions on Time Management, Tips & Tricks for Excel, Intro to Project Management for Administrative Professionals and Using Humor to diffuse Conflict in the workplace



To register go to www.rochesterprofessionalskillscenter.com or
Call 585-272-7200
Professional Skills Center 1225 Jefferson Road Rochester, NY 14623

Expected Outcomes For Administrative Professional Day

Time Management

I identify elements of your personal work style that contribute to your effective use of time

Assemble a collection of time management tools and strategies that you can use to take control of your time

I ntro to Project Management for Administrative Professionals

Understand the Principles of Project Management

Learn the Project Cycle

I identify Characteristics of Project Management

Understand the Role of each team member

Understand the I TO Model

Using Humor to Diffuse Conflict in the Workplace

Recognizing Conflict

Responding to Conflict

I identify the Source of Conflict

Determine the Best Solution

Excel Tips and Tricks

The ability to locate errors in formulas to help quickly identify the problem and correct it to provide you with the data you need.

Method of viewing data that shows only the data that meets specific criteria. Allows for treating data more like a database than a worksheet.

Create a web query that will update the data you import when the web is updated. The data you import will be limited to what the web administrator will allow.

The ability to transfer data that has been created in Excel (.xls) to a different application so the data can be manipulated in the new application and viewed by someone who does not have the Excel application.