

ADMINISTRATIVE SKILLS

Class Format:

On-site & Virtual

CALL TODAY!

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TECHNIQUES OF GREAT ADMINISTRATIVE PROFESSIONALS

IN THIS COURSE, YOU WILL:

- Learn and practice goal setting and its benefits
- Discover how to prioritize
- Learn how to streamline your responsibilities for better efficiency
- Find ways to work smarter, not harder
- Be able to make better and quicker decisions

Elevate's Techniques of the Great Administrative Professionals will provide participants the skills to handle any crisis, customer, or task, juggle a hectic workload, make a good impression on their supervisor, those they work with, and become an invaluable part of the machinery in your workplace.



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