

For someone who spends all day devoting energy to others at work, isn't it time to take a couple of days for yourself? Don't miss these two days of learning, laughing, and growing!


Administrative Assistants conference

refresh • rejuvenate • re-energize!

Featuring exciting
NEW sessions!
See pages 4-6.

Spend a little time on yourself!

Enroll online today at
www.NationalSeminarsTraining.com
or call **1.800.258.7246**

 **star12**
Get unlimited seminars for
one low price! See page 5.

You're only a registration away from ...

- Streamlining all your work processes so you can get twice as much done in less than half the time – and without the headaches
- Becoming a more trusted and valued partner to your boss
- Earning more respect as an increasingly valuable member of your organization
- Planning – and pulling off – company events, meetings, parties and more without a hitch
- Increasing your credibility to handle important projects
- Handling difficult people and personalities with ease
- Re-energizing and rediscovering the passion for your work
- AND MUCH, MUCH MORE!

Discover what thousands of other admins know – **THIS CONFERENCE IS #1!**

“Very enlightening. I’ve taken several seminars and have been bored out of my mind. This time I wasn’t. I learned a lot. Thanks!”
– Dawna Polmateer, Receptionist

“Very helpful information. The way it was presented kept my attention for every session.”
– Carmen Munoz-Jackson, Administrative Assistant II

“I loved it and would recommend it to anyone!”
– Chelsie Jordan, Customer Service Representative

“Tears came to my eyes! I felt like she was speaking directly to me! Like she knows more about my fears and troubles than anyone else, even my husband! Great job!”
– Valerie Zeedar, Administrative Assistant

“Great energy! Good skills to apply every day (not just in the workplace)! I think what you are teaching is so valuable. Thank you!”
– Tresha Cancino, Accounts Payable Administrative Assistant

“It inspired me to do more and motivated me to take action. Only I can make the changes needed in my life at home and work.”
– Melissa Harrower, Senior Office Assistant

ENROLL ONLINE AT www.NationalSeminarsTraining.com OR CALL 1.800.258.7246

Come and join us for a two-day celebration of administrative professionals EVERYWHERE!

For just one moment, mentally put on the back burner all the co-workers, bosses, vendors, clients, and peers whom you help every single day. Now take all the faxes, phone calls, e-mails, and emergencies you deal with every single day and toss them out the window. Now that the distractions are gone, isn't it time you focused on yourself and your career?

Introducing our **2011 Administrative Assistants Conference!** It's two days of **fun and professional pampering** for administrative assistants just like you – and it's coming to your area soon! Packed with results-oriented training sessions about the job skills you need to succeed, and led by nationally acclaimed speakers, this is the one event of the year we guarantee you don't want to miss!

Join us and you can choose from **eight amazing breakout sessions** that target and improve your specific skill sets... **two lively pre- and post-conference workshops** that many participants think are the highlights of the conference ... plus a second day of training that will help you master two of the most critical software programs used by administrative assistants today.

This conference delivers results and the **skills you need to thrive** in both your personal and your professional lives. You'll develop new abilities ... improve your communication skills ... increase your talent for thinking outside the box ... and **advance your career** in ways you never thought possible.

Plus, you'll be doing this in the most **fun, enlightening, and entertaining** training environment you can imagine with an energized group of your peers! It doesn't get any better than this!

Listen ... you can do everything for everybody else the other 363 days of the year. **Take two days for yourself and refresh ... rejuvenate ... re-energize!** Enroll now!

Regards,



Sharon Yoder
Conference Chair

P.S. For the first time ever, **on Day Two** of the conference, we're offering two workshops that will help you **master Microsoft® Outlook® and Excel®!** You've told us that you wanted to learn some eye-opening shortcuts for these two powerful programs to make your life easier – now we're delivering them to you. See page 6 for more information!

Conference Schedule at a Glance

DAY ONE Registration begins 8:30 a.m.

Opening Session
9:00 – 10:00 a.m.
When Opportunity Knocks, Will You Be Fixing the Copier?

Break 10:00 – 10:15 a.m.

CONFERENCE BREAKOUT SESSIONS BEGIN: CHOOSE ONE

TRACK ONE

TRACK TWO

Session A
10:15 – 11:00 a.m.

Communicating Effectively With EVERYONE in Your Organization

How to Work Well With Everyone – Even the People You Can't Stand!

Break 11:00 – 11:15 a.m.

Session B
11:15 a.m. – 12:00 p.m.

Business Writing Essentials That Give You an Extra-Polished Edge

Valued and Trusted: How to Build a Strong Partnership With Your Boss

Lunch on your own 12:00 – 1:15 p.m.

Session C
1:15 – 2:00 p.m.

Event Planning Made Easy and Fun: Meetings, Parties, and More!

Calm and in Control: How to Manage Your Emotions in Difficult Times

Break 2:00 – 2:15 p.m.

Session D
2:15 – 3:00 p.m.

Gaining Control Over Your Time – AND the People Who Abuse It

Is Being Too Nice at Work Hurting You? Assert Yourself With Confidence

Break 3:00 – 3:15 p.m.

Closing Session
3:15 – 4:00 p.m.

Feeling Good and Staying Motivated While Maintaining Balance in Your Life

DAY TWO Registration begins 8:30 a.m.

9:00 – 11:45 a.m.

Morning Workshop:
The Microsoft® Outlook® Workshop for Administrative Assistants

Lunch on your own 11:45 a.m. – 1:15 p.m.

1:15 – 4:00 p.m.

Afternoon Workshop:
Timesaving Microsoft® Excel® Tips, Techniques, and Strategies

A Note to All Managers of Administrative Assistants:

If you're like most managers, you've come to rely on your administrative assistants more and more these days. That's why **allowing yours to attend this amazing two-day conference might be the best decision you make all year!**

This conference is packed with the kind of real-world skills your admin needs to be successful in today's business world. We've trained thousands of admins over the years to become more productive at work, take on more and more responsibilities, and become trusted and valued "extensions" of their bosses! In other words, when they look great to the rest of the organization, YOU look great!

Nearly 98 percent of the administrative assistants we've surveyed tell us that they feel more gratitude and loyalty to bosses who actively take an interest in their careers. Send your administrative assistants a clear message that you value them – enroll them in this conference today!

Administrative Assistants Conference Special Discount!

When 3 admins from your organization enroll in this terrific conference, you can bring a 4th person absolutely FREE!

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Day One of Your Conference

OPENING SESSION: When Opportunity Knocks, Will You Be Fixing the Copier?

You've never had better opportunities to put your career on the fast track to success. But when the time comes to seize your moment, will you be ready, or will you miss it by getting bogged down in your "daily routine"? Get your day of training off to a rousing start with this insightful and inspiring discussion about creating your personal blueprint of success ... setting challenging personal and professional goals ... and learning how to prepare yourself to become a world-class administrative assistant!

TRACK ONE:

Communicating Effectively With EVERYONE in Your Organization

One of your most important jobs is being the "face" of your boss when he or she isn't around. You interact with people up and down the ladder of your organization on a daily basis. So it's no understatement to say that your greatest skill should be the ability to communicate clearly, concisely, and professionally with everyone you come into contact with. Attend this session and you'll learn tips that will help you build relationships, gain respect, project confidence, enhance your credibility, and polish your professional image.

Business Writing Essentials That Give You an Extra-Polished Edge

Your written words have a far more lasting impact than anything you could say or do. After all, written correspondence is virtually permanent! From e-mails to letters, your words need to carry impact and credibility. Tight, concise, error-free writing has never been easier to master. In this session, you'll identify the most common writing errors that ruin credibility ... get tips and techniques to immediately turn your writing around ... and learn how to put your "best face" on everything you write.

Event Planning Made Easy and Fun: Meetings, Parties and More!

Planning corporate events like meetings, retreats, parties, and more can be overwhelming – especially if the responsibility just happens to fall into your lap. But with just a little strategy and a dash of foolproof organization skills, this task can actually be the most fun you have at work! And when you pull off a successful event, your praises are sung throughout the company! Attend this session and learn the basics – from planning to budgeting to finding the right vendors and more!

Gaining Control Over Your Time – AND the People Who Abuse It

If you've said, "I wish I had more time" even once in the past few months, then this is the session you must attend. Join us and get proven time management strategies that fit your personality and working style. Otherwise, just like a bad diet, you'll never stick with them! You'll learn how to chunk out your time and streamline your work processes to eliminate wasted effort. Plus, take a humorous (but revealing) look at your habits – they may be sabotaging your efforts to get more done in a lot less time!

YOUR SATISFACTION IS 100% GUARANTEED We've trained thousands of success-minded administrative assistants over the years and we've become one of their most trusted "teachers." The reason why? It's because we know our training is 100% relevant to improving their jobs and careers. So it's in that vein of trust that we can offer you our money-back satisfaction guarantee. If you don't agree that this conference exceeded all your expectations and gave you the knowledge and insight to make a positive difference in your life, we'll refund your entire registration fee – every penny!

TRACK TWO:

How to Work Well With Everyone – Even the People You Can't Stand!

If it was easy to get along with everybody else, then sessions like this one wouldn't be the most popular and well-attended breakouts of every conference we host! You'll learn exactly how to work with even the most difficult personalities and find common ground to get work done. You'll be amazed at how effective these communication strategies are – and how often you will use them!

Valued and Trusted: How to Build a Strong Partnership With Your Boss

Very few business relationships are more satisfying for administrative assistants than those in which their bosses see them as trusted and valued partners. Attend this session and you'll get a fresh perspective on enhancing the most important relationship you have at work, whether with one boss or many. If you and your boss are just starting out ... have worked with each other for years ... or maybe even currently have a strained relationship, this training will have a lasting impact on your career!

Calm and in Control: How to Manage Your Emotions in Difficult Times

Everyone gets emotional at work from time to time. But how you deal with it says a lot about you as a professional. Attend this session and get an action plan you can use to weather the emotional thunderstorms that occur at work. You'll learn how to overcome tears, anger, rage, self-pity, and more. With the strategies you'll take away, you'll always react to even the worst emotional upheavals in a positive, productive, and professional way.

Is Being Too Nice at Work Hurting You? Assert Yourself With Confidence

If you've ever felt that others weren't taking you seriously, or if you've wanted to stand up for yourself more but didn't know how – this session is for you! Join us for this amazingly refreshing and "freeing" session that will show you how to be more assertive at work without stepping on toes, bruising egos, or going over the edge. With simple assertiveness techniques that anyone can use (yes, even YOU), you'll learn to love the "new you" who stands up for yourself and becomes a more poised and valued member of the team!

CLOSING SESSION:

Feeling Good and Staying Motivated While Maintaining Balance in Your Life

One of the most difficult aspects of life today is achieving a satisfactory balance between your work and your home life. It's hard to do sometimes, but as you'll discover during this session, it's definitely NOT impossible! Join us and learn how to prioritize your responsibilities so you can meet the demands of both sides of your life. You'll learn how stress impacts you on every level (and how to get rid of a ton of it!). You'll discover how to take care of your health and eliminate destructive habits that keep you from being the kind of person you want to be!

Enroll online at www.NationalSeminarsTraining.com or call 1.800.258.7246

DON'T FORGET the
Day-Two Workshops
on page 6!

"I'm inspired
and ready to make
changes in my life
... thank you."
– Linda Olson, Secretary

"Absolutely
enjoyable and
informative. Thank
you so much!"
– Karen Mackey,
Administrative Assistant

"Thank you so much for
all the helpful tips
and tools. I really
appreciated all the
information."
– Tiffany Brunjes, Office
Administrator

"I love the
positive energy the
presenters give."
– Laura Davis, Safety
Administrator

"Every session was useful
and made me feel
polished ... thank you
from the bottom of my
heart."
– Ri-Sean Miller, Receptionist

"Knowledge is powerful!
The practical knowledge we
received was great. The
presenters were absolutely
astounding!"
– Mary Ellrodt, Finance Secretary

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See page 7 for registration
information.

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Call 1-800-258-7246

DAY TWO WORKSHOPS

Stay one more day for essential in-depth training on ...

Essential Computer Skills for Today's Administrative Assistants

MORNING WORKSHOP 9:00 TO 11:45 A.M.

The Microsoft Outlook Workshop for Administrative Assistants

If you're like many administrative assistants, you probably learned Outlook on the fly. You might think you're using it to the best of your ability, but the downside is that you may be unaware of a whole host of options that would make your life easier! For instance, do you ever feel like it's taking too long to sort through your overflowing e-mail inbox ... that navigating your calendar should be easier ... or that keeping your contact list current is too much work? If so, join us for this post-conference workshop.

ATTEND AND YOU'LL LEARN HOW TO ...

- ▼ Get dozens of timesaving tips and tricks
- ▼ Implement e-mail shortcuts that make a real difference in your workday
- ▼ Organize your e-mail so it's easier to manage your overflowing inbox
- ▼ Better manage your calendar and your boss's calendar
- ▼ Discover easy-to-use tips for setting up meetings and appointments
- ▼ Use the task list to better organize your schedule and set priorities
- ▼ Organize all your contacts – and your boss's – and pull them up ASAP

11:45 A.M. TO 1:15 P.M. LUNCH BREAK

AFTERNOON WORKSHOP 1:15 TO 4:00 P.M.

Timesaving Excel Tips, Techniques, and Strategies

Whenever we hold conferences like this one, we survey our participants about what topics they'd like more training for – without a doubt, Microsoft Excel shortcuts top the list! There probably aren't many days in your job that you don't use Excel, but that doesn't mean you know how to maximize your effectiveness with it! Join us for this half-day workshop and learn how to use macros to save tons of time and reduce errors ... create eye-catching charts and graphs that bring your numbers to life ... make more professional-looking spreadsheets ... and automate repetitive tasks!

YOUR AGENDA INCLUDES ...

- ▼ The most common Excel shortcuts, tips, and tricks
- ▼ Using VLOOKUP and HLOOKUP functions
- ▼ How to create attention-grabbing charts and graphs
- ▼ Master essential techniques for creating eye-catching tables
- ▼ How to transform any list into a useful Excel database
- ▼ Cutting back on repetitive tasks with easy-to-use macros

Covers all versions of Excel and Outlook for Windows and Mac.

These workshops are independent and are not affiliated with, nor have they been authorized, sponsored, or otherwise approved by, Microsoft Corporation. Microsoft, Excel, and Outlook are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

We Can Even Bring the Training to You

Interested in bringing this training to your company? You can bring any of the conference modules to your organization for a unique training experience; mix and match sessions to create your own workshop; or turn one of the sessions into an energizing keynote speech! For more information, call 1-800-344-4613, e-mail us at onsite@natsem.com, or visit us on the Web at www.NationalSeminarsTraining.com.

CONFERENCE SCHEDULE

1 Yes, I want to attend *The Administrative Assistants Conference*.

Conference City _____

Conference Date _____ Event # _____



Attend FREE when you join STAR12! – www.joinSTAR12.com

2 Names of Attendees (Please Print):

1. _____ Title _____

E-mail Address _____

2. _____ Title _____

E-mail Address _____

3. _____ Title _____

E-mail Address _____

4. (FREE!) _____ Title _____

E-mail Address _____

(When 3 enroll from your organization, a 4th attends free! Discount does not apply to luncheon workshop. Please list additional registrations on a separate sheet and attach.)

3 Company Information (Please Print): *Phone required in case of last-minute changes.

Organization _____

Address _____ Mail Stop _____

City _____ State _____ ZIP _____

Approving Supervisor: Mr./Ms. _____

E-mail Address _____

*Phone _____

**Fax _____

**Your fax number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area.

Sign here _____

By signing, you and your organization are giving permission for RUCEC to use your fax number to notify you and your organization of upcoming seminars in your area and provide you and your organization with special discounts and offers.

4 Method of Payment:

If you have registered by phone, please record your confirmation number here:

Check payable to Padgett-Thompson is enclosed. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

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Signature _____

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(Note: Full registration due prior to start of conference.)

Our purchase order is attached (government, educational, and health-care organizations only).

5 Important: Your VIP Customer Number

- -

Fill in your VIP Customer Number as it appears above the name on the mailing label.
(Record the number even if the label is addressed to another individual.)

To Enroll ...



Register online at
www.NationalSeminarsTraining.com



Call toll-free 1-800-682-5078



Fax the completed registration
form to 1-913-432-0824



Mail the registration form to:
Padgett-Thompson
P.O. Box 419107
Kansas City, MO 64141-6107

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The conference schedule is 9 a.m. to 4 p.m. on Day One.

Cancellation: If you cannot attend, you may send a substitute or receive full credit toward a future enrollment. For cancellations made 5 or more business days before the event, you may request a refund less a \$10 enrollment fee. For enrollments made in conjunction with a STAR12 purchase, STAR12 cancellation rules apply – visit the Information Center at www.NationalSeminarsTraining.com.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax-deductible. Please contact your accountant for complete details.

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