You work hard every day. You deserve this amazing opportunity to learn, grow, and share with other great professionals just like you!

• Get more done – in less time
• Learn how to deal with everyone in the office
• Become a valuable partner to your boss
• Improve your professional image
• Stay calm even in stressful situations
• Renew, reenergize, and reignite your passion for work

And MUCH, MUCH MORE!!

You’re just a registration away ...

Spend a little time on yourself.

Coming to your area ...

Enroll online at NationalSeminarsTraining.com/AS221 or call 1-800-258-7246.
A Message to the Managers

You rely on your administrative assistant every day. Now’s your chance to show your respect, trust, and thanks – by enrolling yours in this incredible professional conference!

The Administrative Assistants Conference is absolutely packed with proven real-world skills ... the kind your admin needs every day. We’ve trained thousands of admins, empowering them to become more productive at work, take on more responsibilities, and become trusted and valued partners with their bosses! Plus, we’ve surveyed administrative assistants time and time again and they continue to tell us the same thing: when their bosses take an active interest in their career, they feel more gratitude and more loyalty – and it pays off for both.

A great administrative assistant makes YOU look great – inside your organization and out! Approve your admin to enroll in this amazing conference today!

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

You’re the number one support for other people – for your coworkers, bosses, vendors, and clients. You spend your time and your energy making sure everybody else has everything they need, but are you doing everything you can for your own professional growth?

It’s time you spent a day focused on YOU – and your own career!

Join us for The Administrative Assistants Conference and you’ll build success skills that will last a lifetime. We’ve absolutely packed this conference with informative sessions taught by nationally acclaimed speakers. You’ll attend an energizing opening session, get to choose from eight fantastic breakout sessions, and finish up with a closing session that will absolutely inspire you!

Imagine spending time with other administrative professionals in positions just like yours – sharing stories and trading tips with people who’ve been there, done that, and really understand how demanding your job can be. Use this time out of the office to reenergize and refocus and gain a fresh perspective on your priorities, your goals, and your career. It’s an experience that you absolutely don’t want to miss.

Treat yourself to a little fun and professional pampering. After all your hard work, you deserve it!

 Regards,

Susan Enyeart
Director of Curriculum

PS: When you enroll 3 from your organization, a 4th attends for FREE!
**TRACK ONE:**

**Stepping Up: You May Not Have Authority, But You’re Still in Charge**

You’re not the boss – but you’re responsible for organizing people and projects and making sure that things get done. If you can’t get others to turn things over to you on time … constantly have to play catch-up or stay late … or feel you can’t ask others for help, you need to learn the art of delegation without authority!

**Communication Essentials:**

*The Top 10 Email Dos and Don’ts*

If you’ve ever had something you’ve written in an email misunderstood or misinterpreted, you know what a disaster it can be! It’s essential that you’re sending the right message. Join us for a session that’s as fun as it is informative, from hilarious bad examples to the things you’d never think to look for … but can really make a difference!

**From Dollars to Donuts – The Keys to Dealing With Vendors and Suppliers**

Working with vendors and suppliers can be tricky. You have to have strong negotiation skills … keep expert records on price, quality, and service … and develop great relationships with the vendors and suppliers you depend on most. Make sure you remain firm and professional, whether handling negotiations or dealing with those who overpromise and underdeliver!

**How to Stop “Office Politics” in Its Tracks**

Unless you’re in an office of two and never talk to anyone but your boss, you’ve probably had a run-in with office politics. People want to gossip, struggle for their own piece of turf, even backstab coworkers. It’s not fun, it’s not healthy, and you need to be above it all! Discover the tools you can use to disengage from negative behaviors, and to build strong, positive, and professional relationships across departmental lines.

**TRACK TWO:**

**Image Management:**

*Presenting Your Best Side to the World*

How you present yourself reflects on you, your boss – your entire company. Make sure your image is strong and confident! Well help you let your inner light shine through and show you how the right attitude fosters an atmosphere of respect. When you look and feel professional and poised, you gain an aura of confidence – and you enhance your credibility!

**Setting Boundaries: Calm, Confident, and Assertive Communication**

You want to be liked at work, helpful, a team player. But that doesn’t give others license to take advantage of you! If you’re not being taken seriously, get railroaded into tasks or projects that aren’t your job but you can’t say “no,” or if people just don’t seem to listen … this session is for you. Discover how to make others see you as the strong, confident individual you are!

**Creating the Perfect Admin/Boss Team**

There are few things more satisfying than being a trusted and valued partner with your boss – whether you work for one person or a dozen. Learn how to understand your boss’s goals and objectives … develop strengths that complement your supervisor’s and enhance your working relationship … or even save a failing relationship if you and your boss aren’t communicating clearly!

**Emotional Intelligence – The Superhero Skill That Lets You Work Well With Everyone**

Sometimes the hardest thing about your job isn’t your task list – it’s the people! Fortunately, there’s a way that you can make that pain, stress, and frustration go away: emotional intelligence. Learn how EI can help you build relationships, gain respect, project confidence, enhance your credibility … and talk with everybody, no matter what their positions or personalities!

**Closing Session:**

**Living Your Life to the Fullest – and Enjoying Every Minute**

When life gets hectic, it’s easy to get distracted and overwhelmed – and when it’s not, it’s easy to get into a rut! It’s time for some fresh, fun ideas on how to maintain a healthy balance between your job and everything else that matters in your life. You’ll be able to use the things you love to stay motivated and upbeat, no matter what’s going on around you. Plus, you’ll learn some amazing stress-relieving techniques you can use to take a step back, refocus, and reenergize … in a matter of minutes!

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**“Wonderful, alive. Excellent information – and presented in an energetic manner!”**

Kristen Zalecki, Executive Assistant

**“Very informative … explained everything so well.”**

Aileen Dorsey, Administrative Secretary

**“I enjoyed it! I learned so much more than I would have imagined!”**

Jervanne Flowers, Administrative Assistant

**“The conference was very enlightening and refreshing!”**

Jeannine Gaines, Executive Administrative Assistant

**“This was positively the BEST conference I’ve ever attended!”**

1. Byrd

**“Wow – what a conference! I’m so glad I attended!”**

K. Cattani

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**Group Discount:** When 3 attend from your organization, a 4th attends FREE!
**5 More Reasons You’ll Want to Attend …**

1. Get Up To Date on the Essentials: Your time is valuable and we won’t waste it. You’ll only learn the most relevant information at this course. You’ll gain best-practice strategies for getting more done, dealing with coworkers, and much more.

2. Get New Ideas: Get away from the office for a day and you’ll return relaxed and recharged. Plus, you’ll have a plan in hand for applying your new-found skills back on the job.

3. Networking: Meet and exchange ideas with other professionals. There’s no denying that networking is key in today’s business world. Take this opportunity to meet like-minded professionals in your area – and learn from their experiences.

4. Participate in Interactive Training: Prepare for an innovative learning experience like no other. We’ll capture your interest with real-world challenges. Plus, you’ll participate in proven-effective exercises that are designed to increase retention and on-the-job application.

5. Learn From an Expert: Ask questions, share ideas, and get immediate feedback from a trainer who has hands-on experience in the administrative industry.

**Conference Schedule**

When you invest in employees through education and training, you’re investing in your organization and its success. Studies show that employees feel more valued and more confident when they know you’re investing in their growth. That means more productivity … less stress … higher motivation … ultimately, a truly engaged workforce.

But did you know that National Seminars Training offers tailored on-site training designed to help you bring out the best in your team?

We can help your team develop essential job competencies in every key skill set, including:

- Communication and interpersonal skills
- Writing and grammar skills
- Computer and technical skills
- Time and project management skills

We have more than 200 programs in our training collection. Call 1-800-344-4613 or go online at NationalSeminarsTraining.com/corporatetraining to learn more.
You work hard every day. You deserve this amazing opportunity to learn, grow, and share with other great professionals just like you!

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