

THINK BUSINESS TRAINING

SKILLS EVERY GREAT ADMIN PROFESSIONAL SHOULD HAVE

Skills a successful administrative professional has

COMMUNICATION

Communicate, persuade and negotiate

Have the ability to clearly convey and receive message to meet the needs of all. Listening, interpreting, and delivering written, electronic, telephone, and non-verbal communication.

ADAPTABILITY

Plan, prioritize and manage a full workload

Successful administrative professionals are willing and receptive to work in and adapt to change.

ORGANIZATION

Organize, plan, and prioritize

Effective organization skills of all office functions (including effective management of time and prioritization) for self and others in the department.

INTERPERSONAL

Work effectively with your team

Working collaboratively and cooperatively with others to achieve desired objectives and results.

SELF-MANAGEMENT

Handle stress, manage conflict, set goals

Effectively manages one's time and work in order to achieve results.

EARN YOUR DESIGNATION AND BECOME A GREAT ADMINISTRATIVE PROFESSIONAL.

LEARN MORE AT:
WWW.ADMINISTRATIVEPROFESSIONAL.COM