

The need to "do more with less" has upped the skill demands of today's administrative professional.



Check out these courses in our Platinum Series training programs that are especially geared Administrative Professionals ...

- Analytical Skills for Administrative Professionals
- Practical Project Management for Administrative Professionals
- Multitasking Skills and Tools for Administrative Professionals
- Tact and Diplomacy Skills for Administrative Professionals
- Negotiating and Persuasion Skills for Administrative Professionals
- Writing and Editing Skills for Administrative Professionals
- Conducting Internal Surveys and Needs Analyses
- Delivering Presentations to Co-Workers and Managers
- Excel for Right-Brain Thinkers

Phone: 972.596-2956

~ The Platinum Series ~
Training Programs
for
**Administrative
Professionals**
Roberts & Roberts
Associates
3400 Dartmouth
Plano, TX 75075

~ The Platinum Series ~

Training Programs for **Administrative Professionals**

*Take your
career to new
heights!*



*Roberts & Roberts
Associates*

972.596.2956
info@R2assoc.com
www.R2assoc.com

PLACE
POSTAGE
HERE

The Courses ...

Analytical Skills for Administrative Professionals

Acquire analytical skills to aid in solving problems, making decisions, and detecting erroneous or misleading data.

Duration: 2-days (14 contact hrs.)

Practical Project Management for Administrative Professionals

Builds skills in planning and executing projects that are typical of the scope and variety that administrative professionals encounter.

Duration: 2-days (14 contact hrs.)

Multitasking Skills & Tools for Administrative Professionals

Learn practical skills and tools for juggling multiple tasks and for dealing with competing demands on your time, energy, and attention.

Duration: 1-day (7 contact hrs.)

Tact & Diplomacy Skills for Administrative Professionals

Learn skills in asking questions, presenting facts, expressing your opinion, and getting your point across with tact and diplomacy.

Duration: 1-day (7 contact hrs.)

Negotiating & Persuasion Skills for Administrative Professionals

Learn skills for negotiating with peers and associates on issues pertaining to task assignments, priorities, resources, etc.

Duration: 1-day (7 contact hrs.)

Writing & Editing Skills for Administrative Professionals

Learn how to frame your message to get the reader's attention, also how to review and tactfully critique the writing of others.

Duration: 1-day (7 contact hrs.)

Conducting Internal Surveys and Needs Analyses

Learn how to conduct internal surveys, also how to construct the survey instrument, compile the data, and report the results.

Duration: 2-days (14 contact hrs.)

Delivering Presentations to Co-Workers & Managers

Learn how to analyze the information needs of your audience, also how to prepare and deliver a compelling internal presentation with confidence and clarity.

Duration: 1-day (7 contact hrs.)

Excel for Right-Brain Thinkers

Learn Excel basics by learning how to modify existing spreadsheets, rather than memorizing commands and functions.

Duration: 1-day (7 contact hrs.)



Consider the benefits

- Stay abreast of changing roles and responsibilities in the workplace ... changes that are placing increasing demands on administrative professionals to "do more with less"
- Stay competitive in a volatile job market and a tough economy ... stand out above the crowd ... demonstrate you are serious about personal and professional development and are driven to do something about it
- Earn points that may be applied toward maintaining CAP® or CPS® certification with the International Association of Administrative Professionals® (IAAP)



Info on IAAP Recertification

Individuals who are CAP® or CPS® certified through the IAAP are required to accrue 90 points every 5-years in order to be recertified. IAAP specifies that a minimum of 30 and a maximum of 90 of these points may be obtained through Education, where 1-point corresponds to 1-contact hour. Note: Roberts & Roberts Associates is an independent training provider and is not affiliated with IAAP.

How to Get Started

Getting started is as simple as picking up the phone and dialing 972-596-2956 or 1-800-545-8975... or by sending an e-mail inquiry to info@R2assoc.com.

For additional info, visit our website
www.R2assoc.com