Administrative/Executive Assistant

Managing the Organization

The ability to direct and contribute to initiatives and process within the organization.

- Fundamentals of CI Methodology and Culture
- Presentation Advantage
- Essential Skills for the Unofficial Project Manager

Leading Self

The ability to manage our behaviors, thoughts, and emotions in a conscious and productive way.
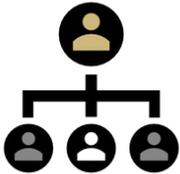
- Conflict Resolution Styles / Using TKI
- Crucial Conversations
- Extended DISC
- Lead with Your Strength
- Path to Exceptional Productivity
- Lead with Trust: Inspiring Greatness in Teams
- Understanding Emotional Intelligence

Administrative/Executive Assistant

Leading Others and Teams

The ability to manage interactions to provide service and to support the organization.

- Conflict Resolution Styles / Using TKI
- Crucial Conversations
- Extended DISC
- Lead with Your Strengths
- Lead with Trust: Inspiring Greatness in Teams
- Understanding Emotional Intelligence
- Writing SMART Goals

Leading Programs and Projects

The ability to effectively plan, execute and complete projects.

- Conflict Resolution Styles / Using TKI
- Fundamentals of CI Methodology and Culture
- Path to Exceptional Productivity
- Essential Skills for the Unofficial Project Manager