

What's New
with Elevate

ADMINISTRATIVE SKILLS

Class Format:

On-site & Virtual

ENROLL TODAY!

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LEADERSHIP SKILLS FOR ADMINISTRATIVE PROFESSIONALS

**IN THIS SEMINAR,
YOU WILL:**

- THIS IS A PLACE HOLDER
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In the modern workplace, administrative professionals are asked to do much more than answer phone calls. To survive (and thrive) administrative professionals require a very specific set of skills to complete the daily tasks that keep companies running smoothly. Communication, problem solving, and priority setting are paramount skills that any assistant must have. We'll show you how to sharpen your skills with an advanced training that goes beyond typical job functions.



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