Administrative Support Skills Workshop

Online Training

Administrative Assistants are a key part of most office environments. They work quietly in the background, ensuring that the business runs smoothly and efficiently. This workshop will give new administrative assistants tools that will make them that person that the office can't live without. Experienced administrative assistants will learn new tools that will make them more efficient and valuable than ever.

In the *Administrative Support Skills Workshop,* participants will learn the core skills that will help them use their resources efficiently, manage time wisely, communicate effectively, and collaborate with others skillfully. The practices presented in this workshop may take time to be a part of a daily work routine. However, making the commitment to consistently apply the concepts every day is the key to changing and adopting new behaviors in a short amount of time.

Workshop Objectives:

- Getting organized
- Manage time more effectively
- Prioritize time
- Complete special tasks
- Verbal communication skills
- Non-verbal communication skills
- Empowering yourself
- Deal better with managers
- Taking care of yourself as a priority

To access the course:

- Log into PirateNet, and choose Blackboard from your list of applications.
- Under Course Catalog, click on "Human Resources"
- Click on "HR Administrative Support Skills Workshop"

Please note: Workshop best viewed using Google Chrome or Mozilla Firefox.