

Administrative Professional Development Series

Nonprofit Chamber of Service

The Administrative Professional Development Series will assist attendees in learning to do the tasks typically associated with being in an Administrative Professional position. Registration cost: NPCOS Members \$20 single session or \$70 for entire series. Non-members single session is \$75 or entire series for \$260. Registration costs include lunch. The host for this series is Spirit Aerosystems. The location for these sessions is at Spirit Aerosystems, Inc., 4501 E. 47th Street South (use East entrance) in conference room E216.



MAY 10, 2012: 11:30 AM - 1 PM

COMMUNICATIONS AND RELATIONSHIPS AS AN ADMINISTRATIVE PROFESSIONAL

Strong intrapersonal skills are an asset for any employee, but especially important for the administrative professional. It is the administrative professional who is often at the forefront of business relationships. Whether assisting a client, communicating with the director, or representing the organization in professional organizations, being an effective communicator and more importantly, an active listener, is essential to the job. This session will give tips on how the successful administrative professional can build and maintain relationships with co-workers, management, clientele and others while representing the organization. Attendees will explore multiple office techniques including DISC Behavioral Profiles and regulations regarding whistler blower policies.

JUNE 14, 2012: 11:30 AM - 1 PM

MANAGING ELECTRONIC COMMUNICATIONS

With the rapidly changing technological environment, administrative professionals often assist in media relations. A social media strategy can complement other marketing activities. While drafting a social media strategy, it is important to have a good grasp of your company, its business objectives, its major competitors, partners as well as other marketing channels being utilized. This session will cover marketing and public relations campaigns, and how to develop and incorporate a social media strategy into the mix. Not only will administrative professionals learn how to assist managers with social media during this session, they will also receive ideas on how to manage information overload and workplace expectations.

JULY 12, 2012: 11:30 AM - 1 PM

CAREER ADVANCEMENT FOR ADMINISTRATIVE PROFESSIONALS

Multiple resources are available to the administrative professional who directs efforts towards continued education. Enhancing competencies such as knowledge, skill and behavior can benefit the administrative professional as well as the entire organization. During this session, attendees will identify areas where they can seek training to see improvements, such as in time management and computer skills. Soft skills, such as creativity, emotional intelligence, professionalism, dependability and cooperation will also be covered.

AUGUST 9, 2012: 11:30 AM - 1 PM

OFFICE PROFESSIONALISM

The administrative professional that has a high degree of professionalism is often considered to be competent and valuable to the organization. This is due to the credibility that the administrative professional receives when clientele, colleagues, and others can see that work, improved performance, and productivity are high priorities for the assistant. This session will allow administrative professionals the opportunity to grow by identifying key aspects that affect professionalism, and how they can advance these professional skills.

Please Register the following Attendees for the *Administrative Professional Series*:
Location: 4501 E. 47th Street South, Wichita (At corner of Oliver & 47th Street South)
Cost: Single session is \$20 per NPCOS Member / \$70 per Non-member. *Lunch Included
Series cost is \$70 per NPCOS member or \$260 per non-member. *Lunch Included

Name: _____ (Include Title)

E-Mail: _____

Name: _____ (Include Title)

E-Mail: _____

ORGANIZATION: _____

Session 1: ___ Session 2: ___ Session 3: ___ Session 4: ___

Entire Series: ___ Total Enclosed: _____



Nonprofit Chamber of Service

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