



**Institute for Leadership**  
Excellence & Development, Inc.

765 Pheasant Ridge Court  
Suite 101  
Lake Zurich, IL 60047 USA

**Toll-free: 866 88 I-LEAD**  
(866.884.5323)  
[www.i-leadonline.com](http://www.i-leadonline.com)

# The Effective Administrative Assistant Workshop

Helping **Administrative Assistants** deliver **results** in the real world...



- where there's too much to do
  - too little time to do it
  - change is the norm
  - and easy answers don't cut it

## What You Will Learn

- How to influence others even when you don't have authority over them
- How your style works to your favor (and might work against you)
- A 5 Step Model for getting things done with less stress
- Easy-to-use templates & tools to successfully deliver projects
- Practical approaches to juggle all that's on your plate

## Learn more at

[www.i-leadonline.com/AdminAsst.asp](http://www.i-leadonline.com/AdminAsst.asp)

## Or contact us at

**866 88 I-LEAD (866.884.5323)**  
**help4admins@i-leadonline.com**

"I found your session informative and enlightening. Thanks so much for making learning so much fun!"

Cynthia

"I used the project plan to complete a major task due yesterday. My boss was impressed! I am applying the lessons learned."

Ruth

"I've already used the Project Planning template for a retreat I'm scheduling later this month. It works great!"

JoAnn

"Thank you for a productive workshop. I learned an awful lot in such little time!"

Cecilia

Andy Kaufman is an international speaker, author, & coach, and President of the Institute for Leadership Excellence & Development Inc. He is a certified trainer and author of *Navigating the Winds of Change: Staying on Course in Business & in Life* and *How to Organize Your Inbox & Get Rid of E-Mail Clutter*, both published by Zurich Press.



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## How Much Does it Cost?

\$300 per participant, which  
includes all materials.

## Host a Workshop and Save!

Your organization will receive one  
**free** seat for hosting a workshop.  
Invite assistants from other area  
organizations and receive an  
**additional \$50 discount** for each  
that signs up!

## Reserve a date today!

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## What Else Do I Get?

Workshop participants receive  
our innovative **Gold Sheets** and  
**2 Minute Boosters** to help  
live the learning. In addition,  
each participant receives a  
free **Workshop Resources CD**  
containing tools, templates, and  
articles to increase effectiveness  
back on the job.

"These 2 Minute Boosters are wonderful!  
Thank you!"

Sue

"You actually gave relevant examples  
and ways to become more efficient.  
One of the only courses I've taken that  
I'll actually use the information!"

Erin