

Leadership Development for Aspiring Executive Assistants

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/EINPresswire.com/ -- Executive Assistants today are called on to perform duties well beyond the administrative. They need leadership skills to manage a wide range of executives, managers, and their complex activities. Some have a team of their own. They must be knowledgeable about the business, the strategies and goals of the organization and how these impact individuals and their teams. They must be master communicators with strong influence capabilities. They must be organized, efficient, and very professional. Learn to hone your existing knowledge and skills to perfection.



Poster

Why should you attend?

As a result of this webinar, you will be able to:
Plan your career and enhance your performance
Use your existing abilities to adapt to anyone's work style
Maximize your effectiveness and efficiency
Make decisions more strategically
Influence important decisions

Areas Covered in the Session:

Planning and Thinking Strategically and Critically to Design Your Future
Understanding Work-Style Preferences to Work with Others Productively
Organizing Your Work Effectively and Efficiently
Communicating Successfully with Anyone
Solving Problems and Making Decisions with Great Precision
Meeting Your Goals with Successful Influence Strategies
Growing Your Career

Who can Benefit:

Executive Assistants
Newly promoted Executive Assistants
Aspiring Executive Assistants

Speaker:

Rebecca Staton-Reinstein, Ph.D. is President of Advantage Leadership, Inc., works with leaders around the world who want to increase bottom-line results while engaging employees and delighting customers.

Organization benefits from my expertise in strategic leadership, planning, & culture change as a manager and leader in the public, private, & nonprofit sectors. As a consultant, with clients around the world, She work with you to increase your bottom-line results through engaged employees & delighted customers. We craft customized solutions to Organization complex business issues. As a former IT manager, She help technical professionals become more effective leaders.

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Contact info:

Ijona Skills

Visit: <https://www.ijonaskills.us/upcoming-webinar>

Email: support@ijonaskills.us

Phone: +1 302-830-3132

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Ijona Skills

+1 302-830-3132

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