

The Awesome Office Professional

Monday, November 2
8:30 -4:30

POFT 1022



Did you know? Today's administrative office professionals...

- perform more than 70% of the tasks once done by middle managers
- number more than 4.1 million workers in the U.S.
- comprise one of the largest occupation fields today - and one that is growing in Central Texas!

Fee: \$97 (includes all materials)

Register by October 26

Visit

www.templejc.edu

And click on "Community Education"

Or call 254.298.8616 or 254.298.8625

Celebrate

*Administrative
Professionals Day*



with Learning & Lunch!

This workshop is designed to aid you, the administrative professional, to clarify your new role and responsibilities and to help you cultivate seven specific work strategies that will make you more productive, effective, valuable, and satisfied.

In this workshop, we will discuss:

- **The changing role of the administrative professional and how you can better transition from traditional assistant to proactive professional, and**
- **Seven traits of highly valued office professionals:**
 1. **Be accountable**
 2. **Accept change**
 3. **Believe barriers are opportunities**
 4. **Commit to results**
 5. **Desire to learn**
 6. **Communicate effectively**
 7. **Partner with your supervisor**

Join **Instructor Jennifer Lazarow** as she leads you on this awesome journey of increased professionalism. Jennifer, a certified trainer with Zenger-Miller, Achieve Global, and Psychological Associates, and a graduate of the Dale Carnegie Human Relations course, brings a wealth of practical, business-related experience to our students.



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