

26 Weeks to Administrative Excellence – Weekly Topics:

Week #	Title
1	Not Just a Pretty Face (or Brains—Who Needs Them?) <i>For the first time in history, the administrative professional's job description hints at full engagement of cognitive powers. If you are to attain the inner circle assistant spot and maintain it, your intellect plays a large part in your success. Learn how to achieve excellence, impact your company's results, and be recognized as a star performer.</i>
2	Appointment Coordination <i>Managing a calendar effectively is a valuable skill. It's critical to the organization and productivity of your office. The inner circle assistant doesn't just rely upon a calendar when she schedules an appointment for the executive. She relies upon big-picture knowledge, does analyses, and pays attention to detail. Learn why it is important to view the calendar in multiple weeks and remember that just because a date is open, it does not mean it's available.</i>
3	Manager Support <i>You don't want to miss today's brief webinar by Administrative Expert, Joan Burge, on manager support. See what stage you and your executive are and how to move to a synergistic relationship!</i>
4	Managing Office Technology <i>While admins use technology all day long, they need to realize that people are on the other end. Learn when technology gives you the edge and how to manage it by viewing this to-the-point webinar by Joan Burge.</i>
5	Meeting Preparation and Coordination <i>No, meetings have not really been replaced by teleconferencing. Meetings still consume a great deal of a manager's time. Whether you have assisted with 5 meetings or 500, today's admin has to be a meeting extraordinaire in all 3 stages: pre, proper, and post. Come join Joan Burge, Administrative Expert, in week #5 of this dynamic series to learn what you need to do differently to make a difference.</i>
6	Office Communications <i>Do you want to have greater impact on others? Get more of what you need? And have others be receptive to your ideas? This week's webinar is definitely for you. Learn to choose the right medium for maximum impact and more!</i>

- 7 **Organization Skills (From Chaos to Control)**
3M's numerous studies prove that being organized saves time and reduces stress. Joan Burge gives you 6 great tips and lets you in on some of her favorite tools!
- 8 **Problem Solving**
Every day you are faced with little or big problems or situations where you have to be solution oriented. This week, Joan Burge gives you 7 effective techniques to solving problems and challenges you with a skill-building activity!
- 9 **Professional Behavior & Image (The Icing on the Cake)**
Whether you realize it or not, you have a professional trademark or "brand." That stems from your appearance, actions and speech. Make sure your trademark represents you well. This is a power-packed segment of the series that you won't want to miss!
- 10 **Professional Development (Investing in Your Future)**
"Investing in yourself is the best investment you will ever make," says Joan Burge, Administrative Expert. Join Joan in this week's free webinar to learn about the tools she has used to reach success.
- 11 **Supporting Multiple Managers**
The majority of administrative professionals support 2 or more managers. It is a real skill to keep all the balls in the air for multiple people and not let anything drop. Join us today for this impactful webinar!
- 12 **Task & Project Management**
Everyone can use tips on managing priorities and tasks. If you think multi-tasking is a sure-fire strategy, it's time to take a closer look. You definitely want to hear what Joan Burge, Administrative Expert, has to say about focus!
- 13 **Time Management**
Are you curious as to what hamsters and people have in common when it comes to time management? Join Joan Burge today for week #13 of 26 Weeks to Administrative Excellence.
- 14 **Star Achievement Philosophy**
Star Assistants look for opportunities to step out and shine. Joan Burge shares her most prized philosophy for assistants—Star Achievement™. Be sure to view Week #14 webinar as it lays the foundation for what is to come the last 12 weeks of the series.

- 15 **This is Cognitive Being Territory**
From Joan's new book, Underneath It All, learn about being a "cognitive being" and the many benefits you will derive.
- 16 **I've Got What it Takes to be a Leader**
Every administrative assistant can be a leader. It's a set of characteristics and behaviors that make you a leader. Learn how to embrace an attitude of taking charge from Joan Burge, Administrative Excellence Coach!
- 17 **I'm My Own Career Manager & I'm Heady with Power!**
When you think of "career" versus "job," you are more likely to get serious! Career suggests long-term involvement and rewards. It's up to you to create the career you want. Special Bonus in this week's webinar: Joan will teach you how to create your career portfolio with pizzazz!
- 18 **Professionalism Works for Me**
Every single day you are on stage whether you are talking on the telephone, sending an e-mail, or walking into your manager's office. Week #18 builds on what Joan talked about earlier in the series about your professional trademark. Join us as Joan digs deeper into this subject and also learn about the 'halo' effect.
- 19 **Earning Your Rightful Place on the Executive Team**
When you earn your place or maintain your place on the executive team, you are: part of the inner circle, recognized as a leader, taken more seriously, privy to important information, and more! - Join Joan for Week #19 of this webinar series!
- 20 **The Anatomy of a Strategic Partnership**
When you work with someone who wants to build a strategic partnership with you, you are a happier and more fulfilled person. Learn what makes for a great strategic partnership. Join us for Week #20.
- 21 **Communication: Important as Ever**
Bill doesn't like that Mary doesn't give him details on projects. Mary Jane is sensitive to John's comments about her work. Betty Baby Boomer resents Xavier Xer for leaving work right at 5:00 p.m. every night. Why can't everyone just get along? In a workplace with 4 generation and various diversities, it's easy to see why we struggle. Learn how diversity of all types can work for you and how to increase your communication skills.

22 **The Fine Art of Persuasion**

Are you really getting what you want at work? Do you get the response you want from others? Can you convince people to change processes or their minds? This week's webinar is packed with information that will help you get more of what you want for a more fulfilling career. Join Joan Burge, Administrative Expert, as we wind down 26 Weeks to Administrative Excellence.

23 **Teamwork and Peer Power**

A group can accomplish much more than any one person. Joan Burge has first-hand experience in creating synergy with your administrative peers. Gather you team of admins for week #23!

24 **Dear Manager**

Expand your job description to include teaching your manager how to maximize your talents and time. Joan Burge, coach to executives and managers, will teach you how to encourage your manager to tap into your great talents!

25 **The DNA of a Star Assistant™**

What are the qualities, attributes, attitudes, and behaviors of Star assistants? Why do certain assistants stand out and shine brighter than others? Are there certain qualities a person needs to be successful working at the top echelons in the company? Join us for the 2nd last week of this dynamic series. Joan Burge's years of research will pull this all together for you.

26 **A Journey of Excellence Never Ends**

If you have been following Joan Burge's great webinar series, good for you! Where are you going from here, though? The journey of excellence never ends for a star administrative professional. Joan has 5 great tips. Be sure to watch this webinar Finale!