The Administrative Professionals Academy (APA) is a 12-month leadership development program specifically designed for administrative, non-exempt staff.

The APA is designed to help participants identify their individual leadership style, increase professional networking opportunities, other leadership development training in relevant competency areas, and help participants expand their leadership capacity.
WHAT TOPICS ARE COVERED?

Self-Awareness
Vision and Purpose
Managing Time
Customer Service
Dealing Tactfully with Difficult People & Situations
Practicing Effective Communication
Understanding Others
Conflict Management
Problem Solving & Critical Thinking
Understanding Generational Differences
Public Speaking
Influencing and Managing Up

HOW DO PARTICIPANTS BENEFIT?

Targeted Leadership Development Training
Increased Understanding of Personal Leadership Styles/Strengths
Professional Networking Opportunities
Strengthen Professional Skills
Enhanced Leadership Knowledge and Capacity

The Administrative Professionals Academy consists of quarterly sessions throughout the program. Each APA session includes a full day of instruction and interaction. In addition, participants complete online instruction and project-based learning outside of the APA sessions. The program culminates with a graduation ceremony where participants receive a certificate of completion.

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