

ADMINISTRATIVE PROFESSIONALS: DO YOU HAVE THE RIGHT SKILLS AND KNOWLEDGE TO SUCCEED?

In today's competitive marketplace it is more important than ever for office associates to have a variety of skills and knowledge. Online courses are available 24 hours a day from home, the office, or anywhere with an internet connection to provide you with the tools you need to be more productive and make your job easier!!! Please see below for two curricula for Administrative Professionals:

e-Learning

WHAT'S IN YOUR TOOLBOX?

The Effective Administrative Support Professional

- Getting Started--The Administrative Support Professional
- Overview to Effective Business Communication
- Using Effective Business Communication
- Administrative Functions
- Advancing Your Administrative Career
- Effective Administrative Support Professional Simulation

Advanced Skills for Administrative Support Professionals

- Behavior: Putting Your Best Foot Forward
- Managing Yourself and Those Around You
- Partnering with Your Boss
- Communicating with Power and Confidence
- Advanced Administrative Support Simulation

Login to Skillport at <http://www.umbc.edu/skillsoft/> and be sure you have what you need in your toolbox!!!