

## Project Management for Administrative Professionals

*Lead Your Projects and Large Tasks to Success*

Designed for executive assistants and other administrative professionals, this program will challenge you to use project management techniques to change the way you approach projects and large tasks. You will learn how to plan, prioritize and manage projects and deadlines in fast-paced work environments, with less stress and better results.

### Takeaways

- Lead your own projects for maximum results, and support others in doing the same
- Make sound decisions about how and where to direct your time and energy
- Take better control of projects by differentiating project tasks from daily ongoing tasks
- Communicate more effectively with co-workers, by using correct project management terms
- Build new skills in planning, prioritizing, monitoring, controlling and evaluating projects and timelines
- Apply project management processes for supporting multiple people and projects in a team setting
- Avoid getting overwhelmed, by breaking large project tasks into smaller, more manageable ones
- Understand common project challenges and their solutions, such as effective meeting management
- Manage project workloads more efficiently and with less stress

### Audience

This program is designed exclusively for administrative professionals, including:

- Executive assistants
- Office administrators and administrative assistants
- Coordinators
- Customer service representatives
- Clerks and record-keepers

## Program Content

- Using consistent project management terminology
- Creating a project kick-off document that captures the goals, completion criteria and *all* of the work to be done
- Identifying project stakeholders and what/how much communication they require
- How to better define and plan tasks and checkpoints with a work breakdown structure
- Applying project templates to create communication, risk and task management plans
- Generating a realistic project schedule and determining how your resources will impact project length
- Analyzing, documenting and proactively responding to project risks
- Determining what constitutes a project change, and responding appropriately
- Tools for proactively tracking and controlling projects
- Improving your team management and leadership skills in a project environment
- Assessing common project problems and formulating practical solutions for overcoming them
- How to properly close out project activities

## Special Features

This program is fast paced and highly interactive. You will work on a variety of project scenarios, transferring the tools and techniques you are learning to real-world situations. You will leave with a reference guide and templates to support ongoing learning back at work.

## Program Leader

**Tracy Page** is a certified Project Management consultant and Adjunct Professor at the Sauder School of Business. She works locally and internationally helping her clients deliver successfully on complex strategic projects. Her workshops in project management, communication and leadership develop skills to become more effective in both project delivery and communication, and day-to-day working relationships. Before launching her independent consulting business, she worked on international projects in the high-tech sector.

## To Register

Executive Education

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