

The Key to Meeting New People and Increasing Your Professional Network



BOSS MAN
BOSS LADY
#STIFF
#STUFFY
#SNOOTY



HARD WORKING BOSSES

Goofy, Chipmunks,
Tweedled Dee &
Tweedled Dum!



CONFIDENTIAL

TOP SECRET



SUBTEXT FOR MAIN TITLE

CONFIDENTIAL FILES

SUBTEXT FOR TITLE

SECRET

[REDACTED] accusantium
[REDACTED] totam [REDACTED] illo [REDACTED]
[REDACTED] aritatis et quasi architecto beatae [REDACTED] enim
[REDACTED] quam [REDACTED] aut edit aut
[REDACTED] ed [REDACTED] dolores eos, qui [REDACTED]

FLUOK







Administrative Professionals

Helping everyone
else survive their
workday, everyday.

som **ee** cards
user card











#IKR???



#WTFH???

A woman in a red dress is holding a white hat with 'ADMIN' written on it. She is surrounded by several other white hats with red brims, each labeled with a different profession: 'CPA', 'HR', 'LEGAL', 'SALES', 'IT', 'GRAPHIC ARTIST', 'WEB DESIGN', and 'CO W'. The background is a dimly lit office with a desk and a trophy.

WHAT ARE SOME OF THE ROLES OR
HATS
AN ADMINISTRATIVE ASSISTANT
MUST WEAR?

HUMAN
RESOURCES

TRAVEL
PLANNER

OFFICE
ADMIN

EXECUTIVE
ASSISTANT

SPECIAL
PROJECTS

MEETING
PLANNER

REMEMBER:

While you are looking out for and saving the hide of your company/employer, immediate supervisor, and those around you...



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**The key to meeting new
people and increasing
your professional
network...**

DELIVERY

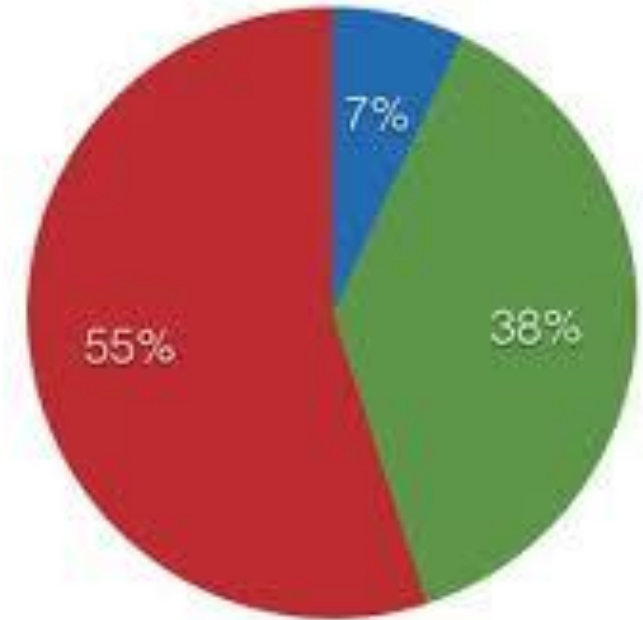
- **Volume**
- **Pitch**
- **Speed**
- **Articulation**
- **Enunciation**



DELIVERY

- Facial Expressions
- Body Language
- Proper Gestures

● Spoken Word
● Tone of Voice
● Body Language



IMAGE

- **Non-verbal Cues= 55%**
First Impression
- **7-11 Seconds**
- **Dress for Success**
- **Represent *YOUR* Brand**



VALUE

- Believe in Your **ROLE**
- Know What You Do Best
- Do Expect Everything in Excellence
- Share What You Do & Who You Are



NAME SOMETHING YOU ARE KICK 'A' AT?

ATTITUDE

- Advocate for Yourself & Other Admins
- Do NOT use the word BOSS
- Always Reflect Your Worthiness as a *Partner* in Your Workplace



Delivery

Image

Value

Attitude



ADMINISTRATIVE ASSISTANTS ARE DIVAS / DIVOS TOO!

**I LOVE MY ROLE AS AN
ADMINISTRATIVE ASSISTANT BECAUSE...**