



2018 ADMINISTRATIVE PROFESSIONALS
LEADERSHIP SUMMIT
MAY 23, 2018 | LANSING, MI



Use Your Words:

What to say, when to say it and how to be heard



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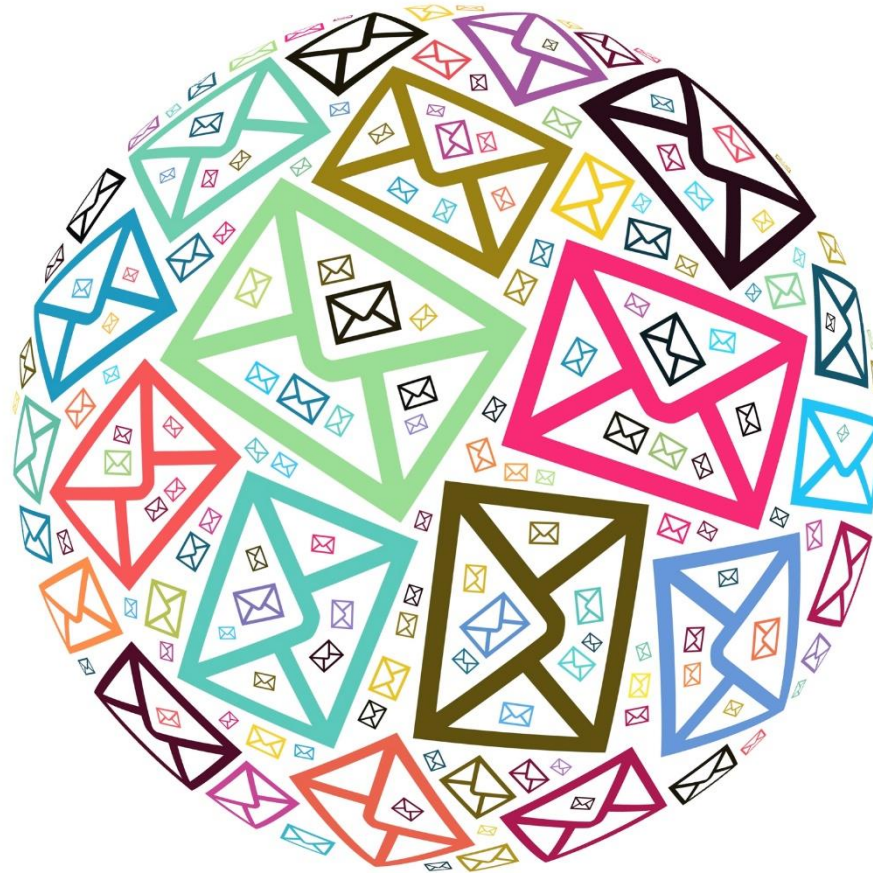
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9 Tips for Effective Communication



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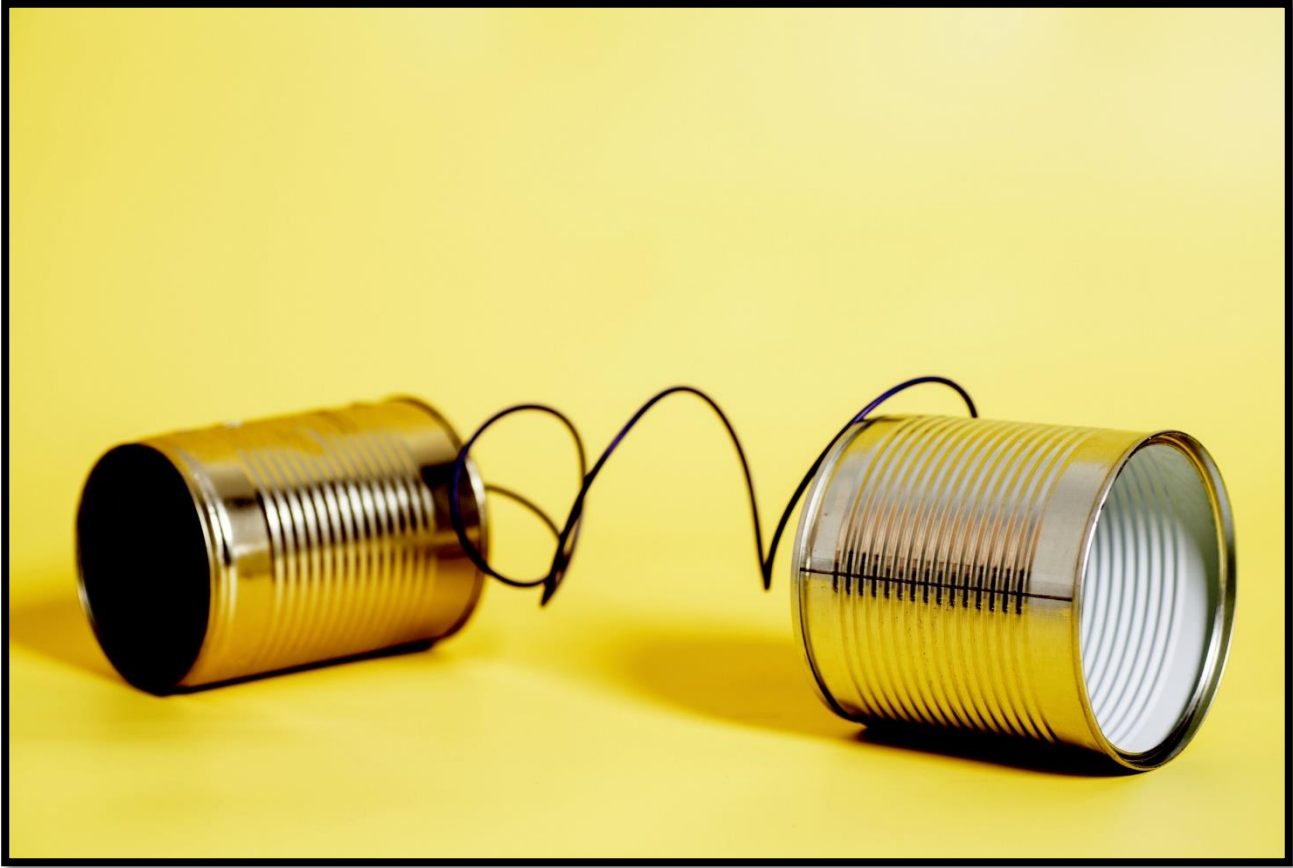
1. Know what you're up against



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2. Be an effective communicator



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3. Think like a storyteller



4. Pick your poison

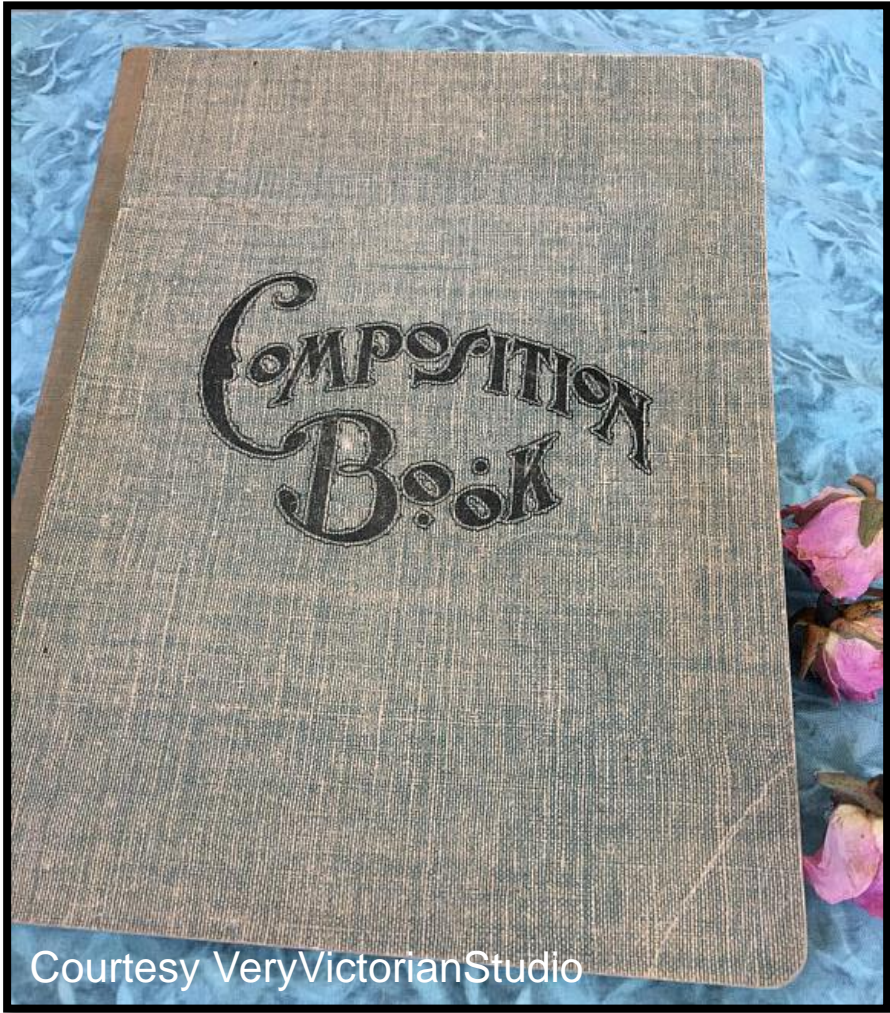


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5. Rock the subject line



6. Get composed



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7. Avoid pitfalls



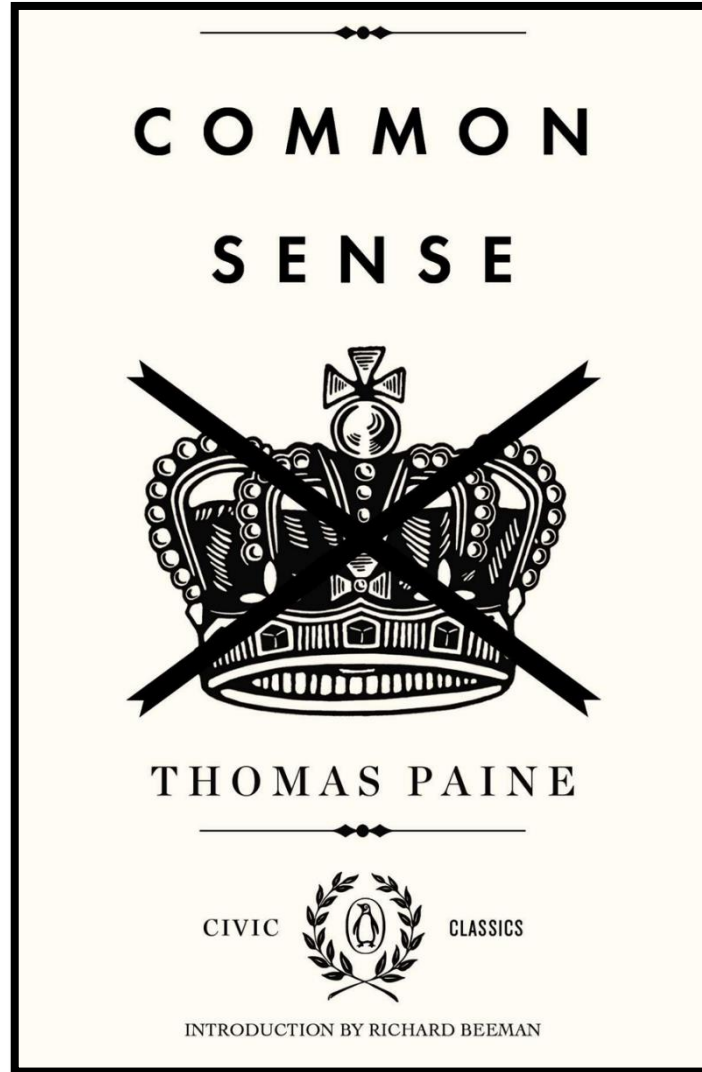
8. Use apps and tools that work for you



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9. Call on common sense



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9 Tips for Effective Communication

1. KNOW WHAT YOU'RE UP AGAINST
2. BE AN EFFECTIVE COMMUNICATOR
3. THINK LIKE A STORYTELLER
4. PICK YOUR POISON
5. ROCK THE SUBJECT LINE
6. GET COMPOSED
7. AVOID PITFALLS
8. BE RESOURCEFUL
9. CALL ON COMMON SENSE



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Sources, resources and inspiration

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