



ADMINISTRATIVE PROFESSIONAL TRAINING

One of the most neglected teams for training efforts is the Administrative Professional Support team. Administrative Professionals frequently support the key functions of most organizations. A structured Administrative Professional training curriculum will provide consistency, quality, and uniformity to key organizational operations.

Well-designed training objectives for the Administrative Professional support team will better support organizational goals by aligning every member of the organization and supporting that alignment through training efforts. Company executives will be supported by highly competent assistants who are conversant with a variety of skills that support the executives' administrative needs.

Administrative Professionals tend to be the most underutilized resource from an intellectual perspective. Appropriate training of the Administrative Professional team will help managers ensure that individuals learn the skills necessary to best support the manager's work initiatives. Customized and structured training curricula will help Administrative Professionals take on initiatives originally performed by management, freeing managers to focus on strategic business objectives.

Administrative Professional training demonstrates a commitment to develop all individuals within an organizational structure. Administrative Professional training reduces the learning curve for newly hired Administrative Professionals, provides consistency within the support teams, and enhances the personal and professional skills with these key team members.

- Would you like to develop a structured training curriculum for your administrative support team? RightHands Resources will work with you to assess the learning needs, align training with management expectations, and provide training resources for administrative support training.
- Do you have job competencies in place for the administrative support team? RightHands Resources will work with your to align learning objectives to job competencies.
- Do you offer training for newly hired Administrative Professionals? RightHands Resources will work with you to develop training for new hires as well as ongoing training for tenured professionals.
- Would you like to provide e-learning or blended learning for Administrative Professionals? RightHands Resources will assess your learning needs and provide e-learning or blended learning resources to your training curriculum.

**CONTACT RIGHTHANDS RESOURCES TO HELP
YOU MEET YOUR LEARNING OBJECTIVES.**