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| **Office managers are responsible for a number of employees, and often have a direct effect on an organization's overall performance. They help managers perform their work efficiently and effectively supply correct information to other employees at various levels. This program focuses on self-management, assertiveness, communication techniques and interpersonal behaviors. Creativity and problem solving skills will be sharpened so that participants can engage in effective analytical decision-making activities that will enhance job performance and enrich the relationship and contribution to their manager(s).** |

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| [**You will learn to:**](http://r20.rs6.net/tn.jsp?e=0010ijOCdoIwSSErucoboPUu9vLBJBHpAiPq4MK6qHryvDduRNPS9qjHLoFB5aHvyAEtUzPpw1fFMx0R_x9-MFYBEE0dz1iALoFb0hKBCwaT4FXHqhUc_3rVlUTGD-ZnFAGT4zVno28SLDbH7afWYVgy-Oan9-JwGRI)* Gain practical skills to make you more productive and more valuable than ever before.
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