

# Partnering with Your Boss:

Strategic Skills for Administrative Professionals



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## Strategic Skills for Administrative Professionals

### Build trust and credibility to strengthen your relationship with your boss and increase your effectiveness!

How often are you called upon to communicate, plan, organize, negotiate and participate in decision making at very high levels?

Become a proactive partner with your boss and master techniques for effective goal setting, prioritizing, planning, decision making, relationship building and listening. By attending this programme you will learn how to communicate confidently and assertively—and develop and use power and authority.

You will return to work better equipped to support your organization's/boss's goals. You will be able to adapt to various communication styles to successfully influence and work with your boss and others. You will also manage to establish trust, credibility and authority to strengthen your relationship with your boss.

### Who should attend?

Senior administrative support staff, executive secretaries, administrative assistants, staff assistants and executive assistants.

**“Great things in business are never done by one person. They’re done by a team of people”**

*Steve Jobs*



# How you will benefit

## How will you benefit?

After taking this programme, you will be able to:

- Consistently anticipate your boss's needs
- Gain the respect of your boss and be taken seriously
- Get what you need from others to accomplish your job and achieve your boss's goals
- Have the authority to make—and act on—decisions
- Confidently represent your boss
- Be seen by your boss and by others as a valuable professional resource
- Develop a trusting relationship with your boss
- Partner with multiple bosses and other office professionals
- Effectively use time and get more things done in a day

During this programme you will:

- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Learn and practice using real-world examples over 4 interactive days

## Why is this programme different?

- The programme is facilitated by an experienced business expert who knows what it is like to work in an international business environment and understands your challenges.
- Every year, many professionals from more than 20 different countries join this programme and over 95% recommend it to their colleagues.
- This programme is about you! You will get intensive feedback from your facilitator and a multi-cultural group of participants.
- You will bring your own writing challenges to the class and these will be addressed in the programme with solutions and input from the whole group.
- You will leave the programme with a concrete action plan to ensure you are implementing the learnings back at work and become a successful administrative professional.

**“The group was fun and open and we learned so much together as a group and with the guidance of the facilitator. It was a pleasant learning experience and I truly enjoyed attending. I gained information that I plan to apply in my relationship with my boss, co-workers and in personal relationships.”**

*Kimberley K*

# What will you learn and practise?

This programme is highly interactive with exercises and role plays.

## Programme Highlights:

### Defining the Strategic Partnership

- Identify the characteristics of effective partnering with your boss and use these features to create a positive partnership

### Developing a Trusting Relationship with the Boss

- Adapt methods to complement the boss's preferences by completing a self-evaluation exercise and creating a blueprint for change

### Planning Skills to Anticipate and Proactively Support the Boss

- Choose and apply the active listening skills that allow you to anticipate the boss's needs by completing a communication assessment and enacting a listening skills role play

### Extending the Partnership

- Define and integrate your personal power bases by revisiting trust... and by completing a "power-base planner"

### Aligning and Expanding Partnering Relationships

- Use influencing and persuasive communication skills in planning and delivering a business case presentation

## Booking details

 <b>Duration</b>	2 Days
 <b>Type</b>	Classroom
 <b>Price</b>	€1950



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IN-COMPANY PROGRAMME

## Register Now

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