



# AdminForum Offers High-Involvement Admin Training Workshops

## "Supporting Excellence" Workshops

- Congratulations! You're A Boss-Now What?
- Managing People Through Change
- Communicating with Influence and Understanding
- Solving Conflicts Big and Small
- Critical Thinking and Problem Solving Skills
- Motivating and Managing the Team
- Giving Effective Performance Reviews
- Terminating an Employee—Legally and Ethically



## "Taking Time For You" Workshops

- Time Management That Makes a Difference
- Stress Management for Busy People
- Career Development—Where is Life Taking You?
- Elder Care—Meeting Family Needs and Working
- Latch Key Children—Helping Families Cope

## What We Offer

- A 2-hour, Lunch 'n Learn format
- Small group learning
- Real-life problem solving
- Concrete, practical tips and techniques for immediate application

### Hear what customers have to say:

"AdminForum workshops are safe, supportive environments where one feels valued and can speak openly about workplace issues and resolve them."

"I left the AdminForum workshop energized and with new tools and ideas I could hardly wait to try."

"Leading edge leadership development programs that greatly enhanced my career."

### How to contact us:

For more information, please visit [www.admin-forum.com](http://www.admin-forum.com) or telephone: Elizabeth Black  
President  
617.596.5235