



PROFESSIONAL COMPETENCY: administrative assistant

# THE ART OF PLANNING AHEAD

The Art of Planning Ahead encourages participants to think one step ahead. Building on this foundation of strategic thinking, participants discover skills that can improve both communication and time management in the workplace.

## Objectives:

By the end of this workshop, participants will be able to:

- Discuss organization as an investment
- Learn to think in ways that set others up for success
- Learn to talk in ways that show and earn respect
- Learn to be appropriately proactive
- Become familiar with organizational tools

