



Next Steps: The Art of Planning Ahead

Objectives:

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

- Discuss organization as investment
- Think in ways that set others up for success
- Talk in ways that show *and* earn respect
- Be appropriately proactive
- Understand usefulness of organizational tools



Summary

Next Steps: The Art of Planning Ahead is a four-hour learning experience that encourages participants to think one step ahead. Building on this foundation of strategic thinking, students discover skills that can improve both communication and time management in the workplace.

As the third class in the **Administrative Assistant Series**, this session serves to review and extend the materials taught in the first two classes.