

# *Administrative Professionals Week® Recognition Luncheon & Education Forum*



## **Leadership Communication Success for Administrative Professionals**

Presented by Preston Ni, MSBA

Are you an administrative professional aspiring to greater attainment? Do you receive recognition for your contributions as well as your potential? Would you like to enhance your professional image and leadership capability? Come to this dynamic presentation and learn how you too can achieve greater career success.

- Why administrative professionals are truly the "pulse of the office."
- Ways to communicate effectively with your manager.
- Strategies to gain greater recognition and respect.
- Six keys to establishing a winning professional impression.
- Indispensible people and problem solving skills.

*Preston Ni is a Professor of Communications Studies at Foothill College. He is also a Fortune 500 trainer and executive coach.*

**Thursday,  
April 26, 2012**

11 a.m. to 2 p.m.

Zinfandel Grille  
2384 Fair Oaks Blvd.  
Sacramento, CA 95825

Cost is \$40/per person.  
Registration deadline is  
April 12, 2012. Register  
early, space is limited. Go to  
[iaap-sac.org](http://iaap-sac.org)

For more information, call  
(916) 606-7702



*Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.*