



Mike Roberts
President, PDS

"Give me one day with your people, and I'll give you employees you can count on in tough times."



The Essential Assistant

Learn how to become an indispensable member of your organization

If the demands of your job get you down, and your caught up in the daily grind that make it hard to see the contribution your making then this workshop is for you. This workshop is packed full of ideas to help you stay on top of your regular duties and show you ways to make it clear when you are ready for more challenges.

Workshop Agenda

- How to stay organized forever.
- Stress management techniques.
- Managing multiple priorities and projects.
- Assertive leadership and communication skills.
- Delegation – the way to multiply you effectiveness.
- Tips for working with multiple bosses.
- Problem solving skills.

Experience These Benefits

- ✓ How to use the 80/20 rule to determine you most important tasks.
- ✓ Learn to be more assertive and confident in day-to-day communication with key managers and executives.
- ✓ The value of suggesting your solution first instead of waiting for your boss to solve the problem.
- ✓ Tips for developing alternative approaches to problems.
- ✓ Successful strategies for delegating even if you think there is no one to delegate to.

"Your unique style is entertaining, and at the same time it is impossible for a person to leave one of your sessions without feeling motivated and inspired by what they have learned."

Pamela Stephens, President
Security One Federal Credit Union

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