

# Productivity Academy for Administrative Professionals

Virtual over four sessions

This program leads you through a series of engaging workshops, roundtable discussions, and implementation exercises to improve your workflow, sharpen your digital fluency, create more meaningful connections with your team, and cultivate greater well-being. The result is increased productivity, stronger sense of community and support among the administrative staff, and a path to sustainable mastery in your role. Each session is tailored specifically to focus on the unique challenges, demands, and skills required to thrive in an admin and assistant role. We work with you to create a collaboration site, in a platform such as Microsoft Teams, to build sustainability and capture best practices.

Delivered over four, consecutive sessions timed up to a month apart.

## Productivity Academy Series Outline

### Session One: Take Back Your Life!

This course kicks off the series and supports you in learning sustainable models, behaviors, and technical skills for getting the right things done. You will learn a simple process for clearing your mind, getting email to zero, best practices for building a high-quality to-do list, keys to managing projects and actions, managing a shared calendar, and strategies for managing competing priorities. Hands-on in Microsoft Outlook. Four hours.

### Sessions Two-Four – Skill-Building Course and Round Table

Sessions two through four expand into specific skill-building topics that complement the Take Back Your Life! foundation.

They also include round table sessions to foster rich discussions, capture key learnings, and build the admin community through shared experiences and takeaways. Champions are identified within the admin community to be leaders and share best practices in these sessions.

### Skill-Building Course Topics

Introduction to Cultivating Well-Being

Productively Working from Home

Breaking Old Habits

Meeting Essentials

Microsoft Teams Essentials

Microsoft PowerPoint Essentials

Microsoft Excel Essentials

Microsoft OneNote Essentials