

April 28th 2021

Celebration of Administrative Professionals Day

Finding Your Voice: Uncover The Boss In You

Wednesday, April 28, 2021 | 2:00 p.m. to 3:00 p.m. EST
(FREE WEBINAR)

Before there was an Administrative Professionals Day, there was a National Secretaries Day, created in 1952. We've come a long way since then, and so has the job and celebration.

This day of recognition has gone through several makeovers to reflect changing administrative titles and responsibilities in the modern workforce. While its moniker has changed, the purpose of Administrative Professionals Day remains the same: to celebrate and shed light on administrative professionals' devoted, valued work.

Administrative professionals provide real benefit to the people they support and the organization at large, and their work should not go unnoticed. And given the important role many administrative staff play in assisting their teams in today's business environment, they deserve their time in the spotlight more than ever – they are the glue of the organization always tackling new challenges and exhibiting grace under pressure.

Are there team members you'd like to honour? Your Administrative Assistant, Executive Assistant, Administrative Coordinator, Administrator Officer, Officer Administrator, Strategic Advisor, or any employee?

Invite them to attend this FREE webinar which is being held for the Administrative Professionals of our CAMA members!

About This Webinar:

It's a Professional Administrative Assistant Day celebration!

You're in a unique position, one that is pivotal to the effective operation of the corporation.

But it's not easy. Easy or not, you are expected to use your strong and confident voice to get the job done.

Using your voice in an Executive Assistant position can be overwhelming. There are "fires" to put out, people to support, authority figures who need something right-this-minute. How do you strengthen your voice to be ready to tackle anything that comes your way?

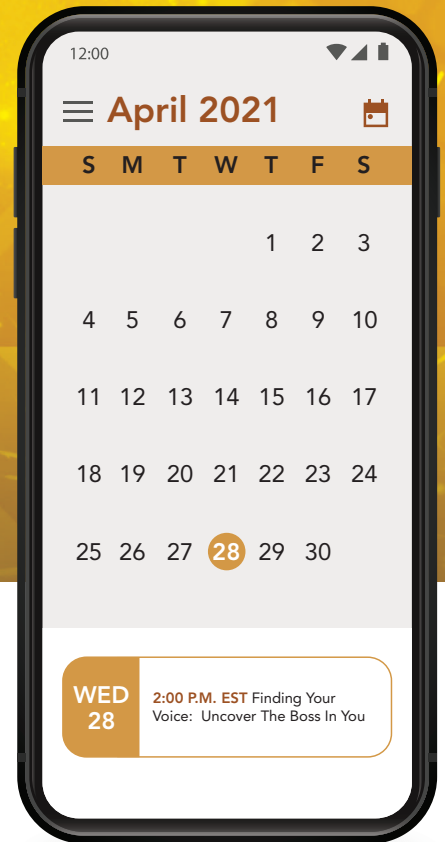
Whether you are thinking about being on the job or in your personal life, it's all the same.

It's all about you.

We'll look at ways that you can uncover and strengthen the boss in you that will give you the awareness needed to voice what you know is both important to your own expression of yourself, and what is needed in the moment.

We'll talk tips for using your voice in ways that support both you, your communication and the organization, even in challenging situations.

Bring your questions and your scenarios for a Q&A!



About the speaker

Dianna Leeder, CPCC

Dianna Leeder, CPCC is a Canadian author, podcaster, and owner of Crave More Life Coaching. She's an expert at helping women find and confidently use their voices. She believes the time of women's voices being silenced is over and through her Voices of Women Project, gives women a platform for healing and learning what and who they are speaking for. Join Dianna at www.CraveMoreLife.com and on Facebook in her group Find Your Voice Women.

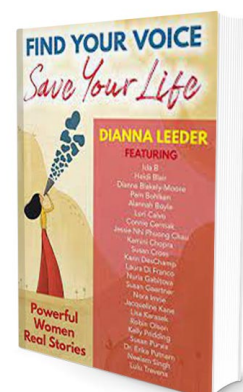


About Dianna's Book

"Every woman deserves to be heard, and when we speak from our truth, we heal." Dianna Leeder, Lead Author of Find Your Voice, Save Your Life.

Find Your Voice, Save Your Life is the first edition of a collaborative book where 24 women bravely share their stories of losing and finding their voices. An Amazon #1 Best Seller, this book is about surviving and thriving, each chapter offering you or someone you know strength, courage and hope.

The Voices of Women Project is an ongoing program that supports women to heal through writing while enabling the healing of other women readers. This program is perfect for you or someone you know if you have a story that you are ready to tell about finding or losing your voice, if you want to learn or enhance your writing and business skills, and if you want to be co-author of a published book. Please connect with Dianna to learn more. dianna@cravemorelife.com



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