



National Park Service  
U.S. Department of the Interior

**Professional Leadership Skills  
For  
Administrative and Support Personnel**

**April 22 -23, 2015**

**Service-wide - webinar**

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As an administrative or support professional in today's workforce, current titles no longer adequately reflect the breadth and depth of the tasks actually managed. Today's jobs require not only complete mastery of traditional office skills, superior human relations insight, and extraordinary communication skills, but also the ability to assist in keeping the whole operation running smoothly during times of major change. This webinar will enable participants to apply management and leadership skills and concepts to strengthen their decision-making, communication, interpersonal dynamics and time management capabilities - in essence, what it takes to be in charge of their life and their career!

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**DATES:** April 22 & 23, 2015

**TIME:** 1:00 P.M – 2:30 P.M.

**SESSION**

**LENGTH:** 90 minutes – each day

**PARTICIPANTS:** Administrative and Support employees

**CLASS SIZE:** 100

**COURSE NAME:** Professional Leadership Skills for Administrative and Support Personnel

**VENDOR:** Robert Potter, LLC

**TUITION:** Paid by WASO, Learning and Development

**REGISTRATION  
PROCESS:**

To register for this webinar, please go to <https://doilearn.webex.com>, select Training Center from the top menu, hit the "Upcoming" tab to locate the webinar and select the "Register" link to the right of the webinar title. Be certain to search for the course in the "Upcoming" tab under date of the webinar: April 22, 2015

**COURSE  
COORDINATOR:**

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