

Title: Developing Competencies for the New Millennium

Production Company: Fred American Management Association

Reorder Information:

Length:

Synopsis:

Panelists for the 10th Annual Briefing for Secretaries and Administrative Assistants cover the topics of:

- Managing emotions and stress under pressure
- Gender communication
- Independent decision making and problem solving skills
- 10 tips for setting priorities and dealing with multiple managers
- 10 tips for developing public speaking skills and presentation skills

The video includes telephoned and faxed questions from the viewers with the answers from the panelists.