

Unsung Heroes:

Administrative Professionals

Administrative Professional

The Beginning

- The Secretarial Role
 - Male dominance – 1880's
 - Responsibilities
 - Industries



Administrative Professional

The Evolvemement

- Industrial Expansion
 - More paperwork
 - New technologies
 - Desired jobs



Administrative Professional

Then & Now

- Today's "Secretary"
(Administrative Professional)
 - More technologies
 - More responsibilities
 - Ability to advance to other positions



Administrative Professional

A Return on Your Investment

IAAP:

International Administrative Association of Professionals.

- Develop Skills
- Network with Administrative Professionals
- Confidence
- Certification

Administrative Professional

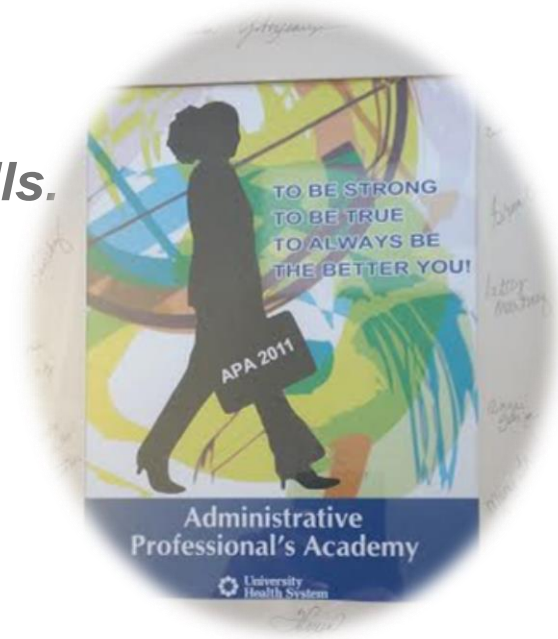
A University Health System Program

A program to succeed!!!

APA: Administrative Professional Academy

Developed to provide the necessary skills to enhance the administrative professional's skills.

- Technology
- Partnering with the Boss
- An advocate for the company/department
- A problem solver/critical thinker
- Advancement



Administrative Professional *Appreciation*

- UHS Appreciates Administrative Professional's
 - Administrative Professional's Day
 - April 26, 2017
 - Administrative Professional Breakfast
 - Administrative Professional Conference