

Gatekeeping Strategies for Administrative Professionals



Live Audio Conference • September 20, 2011 • 1:00 PM – 2:30 PM EST

EXPRESS REGISTRATION

Sign up at

www.lorman.com/ID388430

Live Audio Conference ID: 388430

Presented by:

Leanne Mackenzie, B.A.A., B.Ed., M.Ed.
MACS, LLC

- Chief motivational officer with MACS, LLC
- Motivational speaker, career coach, trainer and author who can appreciate the trials and tribulations we all go through
- Empowers others to take accountability for solving their own challenges and dealing with difficult people
- Motivates all who hear her with her own brand of humor, and her presentations and training programs resonate with those in the corporate world
- Wrote *Can Women in Educational Administration Have it All?* and *He Got Transferred—Now What Do I Do?*
- Contributor to *Ordinary Women ... Extraordinary Success*, now in its second edition
- Spoken in all fifty states, eight out of 10 Provinces and the Caribbean
- Can be contacted at leanne@leannemackenzie.com, 630-460-7537 or www.leannemackenzie.com

Gatekeeping – How to Get Some In Today and Keep Others Away! With hundreds of stakeholders vying for your boss’s valuable time, how can you determine who will get in? Salespeople are getting smarter and sneakier in their methods to get a piece of that time. This live audio conference will help you polish your gatekeeping skills which will in turn make the day for both you and your boss more effective. We will examine some of the tricks people use to get past security, the receptionist and you. We will also look at maintaining positive relationships with both internal and external people when they don’t get the time they feel they deserve with the boss. Ultimately, you will learn how to strengthen the relationship with your boss so there is never a question as to who was allowed in. If you and your colleagues only have the choice of one professional development opportunity this year – this is it! Plan on attending to polish your highly professional skills.

AGENDA

What Are Gatekeeping Strategies?

Polishing, Positioning and Practicing Your Gatekeeping Skills

- Allowing Each Person Seeking Access to Feel Valued
- Determining Which People and Organizations Are Priorities
- Confirming in Hindsight Correct Decisions

Proactively Resolving Issues That Arise From Demanding People

- Investigating the Credibility of Those Seeking Admittance
- Documenting and Security of Those in the Building
- Confidentially Handling Phone Calls and Documents

How to Keep Time Effectively Not Efficiently for Your Boss and Yourself

- Limiting Interruptions
- Being Effective Not Just Efficient
- Relationship Building With Your Boss

“The ability to learn faster than your competitors may be the only sustainable competitive advantage.”

— Arie de Geus



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Live Audio Conference Tuition (Includes Free Manual With Attendance)

- Yes! I would like to attend.** (\$99 per person)
- Yes! I would like the Best Value discount.**
(\$168 per package [\$99] plus CD recording [\$69*] of this seminar)

I am unable to attend but I am interested in:

- CD/Manual Package* (\$99 per package)

Amount Enclosed

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*Add \$7.95 shipping & handling plus applicable sales tax to product orders. Please allow four to six weeks after the date of the live audio conference for delivery.

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TELEPHONE	FAX	WEBSITE

Approving Manager

NAME	
TITLE	EMAIL

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GENERAL INFORMATION:

- This live audio conference may be recorded by Lorman.
- If you need special accommodations, please contact us two weeks in advance of the program.
- Lorman Education Services is not approved to offer self-study CPE credit for accountants; therefore, no CPE will be given for this program if ordered as a self-study package.

CANCELLATIONS: Substitute registrants can be named at any time. A full refund, less a \$20 service charge, will be given if notification is given six or more business days in advance. Notification of less than six business days will result in a credit that can be applied to any Lorman product or service. If you do not cancel or attend, you are responsible for the entire payment.

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How Do I Register?

EMAIL: customerservice@lorman.com

WEBSITE: www.lorman.com/ID388430

TELEPHONE: 866-352-9539

FAX: 715-833-3953

MAIL: Mail this form with payment information to:
 Lorman Education Services
 Dept. 5382, P.O. Box 2933
 Milwaukee, WI 53201-2933

SEMINAR ID: 388430

Who Will Be There?

This live audio conference is designed for administrative assistants, executive assistants, office administrators, secretaries, office managers and other administrative professionals.

BEST VALUE

Receive an additional manual and CD package of this program for only \$69 with your seminar attendance!

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