

Administrative Excellence Certificate

Missouri State University

The cost of this Certificate program is funded through the Office of Human Resources--Employee Development & Performance. Register [online](#) at Administrative Excellence Certificate Program.

Administrative professionals play a vital role in the operations of Missouri State University. It is a position that requires high professional and ethical standards, the ability to deal with varied responsibilities and strong communication, interpersonal and organizational skills. The **Office of HR Employee Development & Performance (EDP)** has partnered with the **Management Development Institute (MDI)** to bring you a professional development opportunity to enhance your current administrative and personal skills by obtaining your Administrative Excellence Certificate. The Certificate will provide a strong knowledge base to handle your position with increased confidence, authority and professionalism.

Who Should Participate?

All levels of administrative assistants and support staff who are responsible for the administrative functions within the University. The Certificate will provide an update of current information for those professionals with years of experience, or serve as a career development track for those new to the field. **Seminars can also count toward CPS and CAP recertification.**

Qualifications for Completion

The Administrative Excellence Certificate consists of the core course *Excelling as an Administrative Professional* plus an additional 5 one-day seminars. Four of these seminars are instructed through the Management Development Institute (MDI) and one is instructed by the Office of HR Employee Development & Performance (EDP).

Certificate Course Requirements



- Excelling as an Administrative Professional
- Priority #1: Customer Service
- Power of Personalities in Your Workplace
- Managing People, Paper & Projects
- Bear Business for Administrative Professionals
- Achieving Results without Authority

Fall 2007-Spring 2008 Schedule

October 8, 2009	(MDI Training)
November 6, 2009	(MDI Training)
December 10, 2009	(MDI Training)
March 4, 2010	(MDI Training)
April 15, 2010	(EDP Training)
June 3, 2010	(MDI Training)

Upon completion, you will be presented a professionally framed **Administrative Excellence Certificate** granted by MDI and the College of Business Administration.

Registration

Please register [online](#) for the certificate program. If you have questions or need additional information, contact HR Employee Development & Performance at  6-5779/6-4592 or  hrtraining@missouristate.edu

Additional Professional Development Opportunities...

The Office of HR Employee Development & Performance (EDP) in cooperation with MDI provides all staff the opportunity to participate in various MDI workshops at **no out-of-pocket cost** to you or your department. For a full workshop listing visit www.missouristate.edu/human/training. Your non-credit student fee waiver can be also applied towards other [MDI sessions](#).