

# Training Checklist

- 1 ORIENTATION: PROGRAM OUTLINE, LOGISTICS, EXPECTATIONS AND ABOUT THE CERTIFICATION FOR ADMINISTRATIVE PROFESSIONALS  
SEPTEMBER 11, 2025; 1 - 3PM; CARINA LOCKLEY ☐

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- 2 MASTERING EMOTIONAL INTELLIGENCE FOR ADMINISTRATIVE EXCELLENCE OCTOBER 9, 2025; 1 - 4PM; DR. KEVIN RICE ☐

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- 3 WORK SMARTER, NOT HARDER: TIME MANAGEMENT FOR PERSONAL & PROFESSIONAL PRODUCTIVITY OCTOBER 28, 2025; 1 - 3 PM; ALEXA DEFALCO ☐

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- 4 PROGRAM REVIEW SESSION AND REVIEW THE EXPECTATIONS FOR PACE CERTIFICATION NOVEMBER 13, 2025; 1 - 2:30 PM; CARINA LOCKLEY ☐

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- 5 TECHNOLOGY AT NC STATE  
JANUARY 15, 2026; 1 - 3 PM; JESSE DEAN ☐

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- 6 UNDERSTANDING UNIVERSITY FINANCIALS  
FEBRUARY 12, 2026; 1 - 3 PM; CONTROLLER'S OFFICE ☐

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- 7 ADMINISTRATIVE PROFESSIONALS: 6 TIPS TO THINK ABOUT  
MARCH 12, 2026; 1 - 3 PM; CARINA LOCKLEY ☐

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- 8 COMMUNICATION STRATEGIES FOR ADMINISTRATIVE PROFESSIONALS  
MARCH 26, 2026; 1 - 3 PM; ANNE WHITE ☐

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- 9 NAVIGATING HR & THE LAW: AN ADMINISTRATIVE PROFESSIONAL'S PERSPECTIVE  
APRIL 9, 2026; 1 - 4 PM; EMPLOYEE RELATIONS ☐

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- 10 PARTICIPANTS WILL SCHEDULE 20 MINUTE PROGRESS MEETING WITH PROGRAM MANAGER ☐

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# LinkedIn Learning Checklist

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|---|--|--------------------------|
| 1 | <a href="#"><u>CHAIR WORK: YOGA FITNESS AND STRETCHING AT YOUR DESK (33 MINS)</u></a>  | <input type="checkbox"/> |
| 2 | <a href="#"><u>HOW TO MANAGE FEELING OVERWHELMED (43 MINS)</u></a>                     | <input type="checkbox"/> |
| 3 | <a href="#"><u>BUSINESS ETIQUETTE: PHONE, EMAIL, AND TEXT (58 MINS)</u></a>            | <input type="checkbox"/> |
| 4 | <a href="#"><u>WRITING EMAILS PEOPLE WANT TO READ (57 MINS)</u></a>                    | <input type="checkbox"/> |
| 5 | <a href="#"><u>CUSTOMER SERVICE FOUNDATIONS (82 MIN)</u></a>                           | <input type="checkbox"/> |
| 6 | <a href="#"><u>CUSTOMER SERVICE: PROBLEM-SOLVING AND TROUBLESHOOTING (35 MINS)</u></a> | <input type="checkbox"/> |
| 7 | <a href="#"><u>PROJECT MANAGEMENT SIMPLIFIED (104 MIN)</u></a>                         | <input type="checkbox"/> |
| 8 | <a href="#"><u>FINDING YOUR TIME MANAGEMENT STYLE (74 MIN)</u></a>                     | <input type="checkbox"/> |



# PACE MODULES

## AMERICAN SOCIETY OF ADMINISTRATIVE PROFESSIONALS (ASAP)

P	MODULE 1	<ul style="list-style-type: none"><li>• In-person conversations</li><li>• Email messages</li><li>• Instant messages</li><li>• Letters or memos</li><li>• Telephone calls</li><li>• Text messages</li><li>• Social media updates</li></ul>
A	MODULE 2	<ul style="list-style-type: none"><li>• Principles of project, task, and time management</li><li>• Strategies for managing projects and tasks, meeting planning, travel, and email</li><li>• Valuable tools and best practices for managing your physical and virtual space</li></ul>
C	MODULE 3	<ul style="list-style-type: none"><li>• Effective IT terminology</li><li>• Video conferencing best practices</li><li>• Trends in data storage, AI, IOT...</li><li>• Software suites and licensing, operating systems, and cloud storage</li><li>• Technology, intellectual property, and copyright guidelines for web content</li></ul>
E	MODULE 4	<ul style="list-style-type: none"><li>• How to think critically, solve problems effectively, and make decisions efficiently</li><li>• How to improve quality while maintaining productivity</li><li>• Techniques for leading and getting results from others</li></ul>

