

Training Checklist

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| 1 | ORIENTATION: PROGRAM OUTLINE, LOGISTICS, EXPECTATIONS AND ABOUT THE CERTIFICATION FOR ADMINISTRATIVE PROFESSIONALS
SEPTEMBER 10, 2026; 1 - 3PM; CARINA LOCKLEY | ☐ |
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| 2 | COMMUNICATION STRATEGIES FOR ADMINISTRATIVE PROFESSIONALS
OCTOBER 8, 2026; 1 - 3 PM; ANNE WHITE | ☐ |
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| 3 | WORK SMARTER, NOT HARDER: TIME MANAGEMENT FOR PERSONAL & PROFESSIONAL PRODUCTIVITY
OCTOBER 29, 2026; 1 - 3 PM; ALEXA DEFALCO | ☐ |
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| 4 | PROGRAM REVIEW SESSION AND REVIEW THE EXPECTATIONS FOR PACE CERTIFICATION
NOVEMBER 12, 2026; 1 - 2:30 PM; CARINA LOCKLEY | ☐ |
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| 5 | TECHNOLOGY AT NC STATE
JANUARY 14, 2027; 1 - 3 PM; JESSE DEAN | ☐ |
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| 6 | UNDERSTANDING UNIVERSITY FINANCIALS
FEBRUARY 12, 2027; 1 - 2:30 PM; CONTROLLER'S OFFICE | ☐ |
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| 7 | ADMINISTRATIVE PROFESSIONALS: 6 TIPS TO THINK ABOUT
MARCH 11, 2027; 1 - 2:30 PM; CARINA LOCKLEY | ☐ |
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| 8 | MASTERING EMOTIONAL INTELLIGENCE FOR ADMINISTRATIVE EXCELLENCE
APRIL 8, 2027; 1 - 3PM; DR. KEVIN RICE | ☐ |
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| 9 | NAVIGATING HR & THE LAW: AN ADMINISTRATIVE PROFESSIONAL'S PERSPECTIVE
APRIL 29, 2027; 1 - 4 PM; EMPLOYEE RELATIONS | ☐ |
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| 10 | PARTICIPANTS WILL SCHEDULE 20 MINUTE PROGRESS MEETING WITH PROGRAM MANAGER
BETWEEN APRIL 26 - MAY 14, 2027 | ☐ |
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LinkedIn Learning Checklist

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

AMERICAN SOCIETY OF ADMINISTRATIVE PROFESSIONALS (ASAP)

P	MODULE 1	• In-person conversations • Email messages • Instant messages • Letters or memos • Telephone calls • Text messages • Social media updates
A	MODULE 2	• Principles of project, task, and time management • Strategies for managing projects and tasks, meeting planning, travel, and email • Valuable tools and best practices for managing your physical and virtual space
C	MODULE 3	• Effective IT terminology • Video conferencing best practices • Trends in data storage, AI, IOT... • Software suites and licensing, operating systems, and cloud storage • Technology, intellectual property, and copyright guidelines for web content
E	MODULE 4	• How to think critically, solve problems effectively, and make decisions efficiently • How to improve quality while maintaining productivity • Techniques for leading and getting results from others

