



# Navigating a New World: The Top Reset Skills for Assistants

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Skills-Building Conference for Administrative Professionals

# Must-Have Reset Skills for Administrative Professionals

- Collaboration
- Technology
- Wellbeing
- Leadership
- Creativity
- Clarify Expectations

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# Must-Have Reset Skills for Administrative Professionals

- Continually assess strengths and gaps
- Develop a high tolerance for change
- Emotional Intelligence
- Build community
- Stay informed and anticipate potential ramifications

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Thank you!

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