ADMINISTRATIVE LEADERSHIP

Professional Organizations:
International Association of Administrative Professionals (IAAP)
American Society of Administrative Professionals (ASAP)
Association of Executive and Administrative Professionals (AEAP)
American Management Association (AMA)
Association for Healthcare Administrative Professionals (AHCAP)

Events & Training:
UVa Center for Leadership Excellence classes
SkillSoft classes
American Management Association webinars & web Events
International Association of Administrative Professionals (IAAP) events
American Society of Administrative Professionals (ASAP) webinars
Association of Executive & Administrative Professionals (AEAP) training classes
Association of Executive & Administrative Professionals (AEAP) seminars & webinars
American Management Association (AMA) webinars & web events
Administrative Professionals Annual Conference
Association for Healthcare Administrative Professionals (AHCAP) events & education

Education & Certifications:
Certificate of Leadership - SCPS UVa

Independent Learning:
Publications:
Monthly ASAP Columns
ASAP Articles

Books:
StrengthsFinder 2.0 by Tom Rath
Strengths Based Leadership: Great Leaders, Teams, and Why People Follow by Tom Rath and Barry Conchie
The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey
First Things First by Stephen R. Covey
Principle-Centered Leadership by Stephen R. Covey
The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You by John C. Maxwell and Stephen R. Covey
The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations by James M. Kouzes and Barry Z. Posner
Leadership 101: What Every Leader Needs to Know by John C. Maxwell and Sean Runnette

**Social Media:**
- American Society of Administrative Professionals (ASAP) Facebook
- American Society of Administrative Professionals (ASAP) Twitter
- American Society of Administrative Professionals (ASAP) LinkedIn
- American Management Association Facebook
- American Management Association Twitter
- American Management Association LinkedIn

**On-the-job Resources:**

**Mentoring:**
- Management Mentors
- National Mentoring Partnership
- Center for Creative Leadership (CCL) mentoring information
- Bringing People Together mentoring information
- Virginia Mentoring Partnership
- Free Management Library

**Job Shadowing:**
- Careers Out There
- "The Job Shadow Knows: Try on a Career Before You Commit"
- About.com "Job Shadowing is Effective On-the-Job Training"
- Success Mentor Education Inc. "Top 7 Questions to Ask on a Job Shadow Interview"

**Informational Interviews/Networking**
- My UVa Career
- "Mastering the Informational Interview" (NY Times)
- "What is an Informational Interview Anyway?" (U.S. News & World Report)
- Informational Interviewing: The Neglected Job Search Tool
- "How Does an Informational Interview Work?"

**360 degree feedback:**
- UVa Center for Leadership Excellence: Leadership Consulting, 360 Degree Feedback
- custom insight: "What is 360 Degree Feedback?"
- American Psychological Association "Do 360 Evaluations Work?"
- Sigma Assessment Systems: Best Practices in 360 Degree Feedback
- About.com: "Sample Questions for 360 Reviews" by Susan M. Heathfield
- SkillSoft: 360-degree Performance Appraisal