



ADMINISTRATIVE GENERALIST

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](#)
[UVA Exceptional Assistants' Network \(EAN\)](#)
[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:

[Business Administration Associate of Science Degree \(PVCC\)](#)
[Certified Administrative Professional \(CAP\) certification](#)
[Professional Administrative Certificate of Excellence \(PACE\)](#)

Independent Learning:

Publications:

[OfficePro IAAP publication](#)
[Administrative Professional Today](#)
[The Effective Admin](#)
[Monthly ASAP Columns](#)
[ASAP Articles](#)
["Admin Admired: Creating Your Professional Development Plan" article on AMA website](#)

Books:

[The Effective Admin eBooks](#)
[Manage Your Day-to-Day: Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind](#) by Jocelyn K. Gleib

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](#)

Other Resources:

[American Society of Administrative Professionals resource center](#)
[Association for Healthcare Administrative Professionals \(AHCAP\) resources](#)

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](#)
[UVA Exceptional Assistants' Network \(EAN\)](#)
["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](#)