



Center for

LEADERSHIP EXCELLENCE

The Cornerstone of Leadership

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](#)

[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](#)