



Center for

**LEADERSHIP EXCELLENCE**

*The Cornerstone of Leadership*

## ADMINISTRATIVE SUPPORT

### 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:

[PVCC - Administrative Support Certificate](#)

[Business Administration Associate of Science Degree](#)

### Independent Learning:

#### **Books:**

[The Innovative Admin](#) by Julie Perrine

[Who Took My Pen...Again? Secrets from Dynamic Executive Assistants](#) by Jasmine Freeman,  
Nancy Frazee, and Joan Burge

#### **Articles:**

[Monthly ASAP Columns](#)

[ASAP Articles](#)

#### **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](#)

[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](#)