

ADMINPRO™

ADMINISTRATIVE STAFF PROFILE



The **Admin Pro™** is a selection and coaching tool specifically designed to help quickly and efficiently select all levels of administration personnel and associates. It has been used successfully on a variety of positions including: Associate Agents, Marketing Assistants, Administrative Professionals and partners.

The Admin Pro™

- Improves performance and retention
- Identifies candidates that will match a specific management style and organizational culture
- Uses science to build high performing support teams
- Includes coaching and developmental suggestions

The **Admin Pro™** is the ideal tool to help an individual hire an assistant, a partner or an associate with complementary skills and abilities. It also has proven to be effective in building high performance support teams.

SELFMANAGEMENT
GROUP

SELECT | DEVELOP | RETAIN | TOP PERFORMERS



Admin Pro™ Predicts Performance and Retention!

The **Admin Pro™** is proven to help quickly and accurately select staff with the potential to integrate into a specific management or organizational culture. It is a comprehensive approach to selection and development based on over 30 years of professional coaching work with top performing executives, managers, coaches, producers, associate agents and staff.

The **Admin Pro™** will help select people who are well matched to a specific culture based on their approach to teamwork; their service and sales orientation; their attitudes and other factors that are essential in these roles.

The **Admin Pro™** measures for success and suitability to specific key roles in any environment and assesses the critical success traits for:

- Agents
- Associate Agents
- Office Managers
- Marketing Assistants
- Administrative Staff
- Agency Staff Support
- Partners



SELF MANAGEMENT GROUP

The **Self Management Group** is a world leader in screening, selecting, developing, and retaining top performers. For over 30 years, the **Self Management Group** has partnered with leading companies to develop high performance, self managed organizational cultures.

For more information about the **Admin Pro™** and the **Self Management Group's** other profiling and training systems please visit www.selfmgmt.com or call 416.746.0444.

For a free demo and complimentary consultation contact:

John Marshall Ph.D.

416.746.0444 ext 230 jmarshall@selfmgmt.com

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