



Administrative Professionals Curriculum

The Administrative Professionals Curriculum is designed to enhance the skills and knowledge of administrative professionals in various aspects of their roles. It encompasses key areas such as professional compliance, communication, interpersonal skills, time management, and technology proficiency. This comprehensive self-paced curriculum aims to empower administrative professionals with the tools and expertise needed to excel in their administrative roles and contribute effectively to their organizations.

Topics include:

- Professional Compliance and Governance (Analytical)
- Communication
- Interpersonal Skills
- Meeting Success
- Time Management and Organization
- Technology

Registration

1. Log into the [Delaware Learning Center](#) (DLC)
2. Use the search bar to find the **Administrative Professionals Curriculum**
3. Select the curriculum from the search results
4. Click “**Register**” to enroll
5. The curriculum and associated courses should now be visible on your active transcript.

To submit a support requests or program-related questions, please visit the [Training and HR Solutions Support Portal](#) and complete the required fields.

