Developing Strategies for Success: Maximizing the Role of the Financial Administrator


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Attributes of a “Super Financial Administrator”

Michigan State’s Block S used with permission. http://cabs.msu.edu/toolkit/logos-marks.html#blocks
Ponder the attributes of a successful Financial Administrator:

Which attributes are your natural strengths?

Which attributes will you need to refine to be a “Super Financial Administrator?”
Application

1a. Describe an upcoming situation in which you might need to say, "No."


1b. Using the "NO sandwich", write your response:

Options:
No:
Reason:
Options again:

2a. Describe someone's behavior that drives you crazy!


2b. Use the model we discussed to craft the way in which you might confront this person.

I have a problem and I need your help.
When ________________________________ happens I feel ________________________________.
I'm willing to ________________________________ to resolve this.
I'd like you to ________________________________.
Will you?
Action Plan
List three strategies to which you will commit in order to maximize your networking opportunities.

1. ________________________________________________________
2. ________________________________________________________
3. ________________________________________________________

Action Plan
Describe 3 things you will consistently do during this series, to make sure you remember and act on the things you learn:

1. ________________________________________________________
2. ________________________________________________________
3. ________________________________________________________