OUTSTANDING ADMINISTATIVE PROFESSIONAL
March 2012

Leadership Link is seeking nominations for an outstanding Administrative Professional who has worked to support a work area, a project, or other successful activity. Qualities of an effective administrative professional might include the following:

- Accepting unique, unusual and challenging work activities.
- Displaying excellent customer service skills.
- Demonstrating cooperative working relationships with various work areas.
- Working to support a common mission or goal of a work area.
- Good written and verbal communication skills.

If you know of an administrative professional who has excelled in their work and displays these or other qualities, please consider nominating this individual. Nominations will be accepted through April 13, 2012. Please forward your nomination to Steve Frederick, Leadership Link Awards Committee, sfrederick@lincoln.ne.gov.

Nominations are reviewed by the Awards Committee and a recommendation is made to the Leadership Link Board for final consideration and approval. The recipient of the Outstanding Administrative Professional Award will receive a plaque and recognition at our **April** Meeting. Nominees will receive a certificate of recognition.

Leadership Link
Outstanding Administrative Professional Award Nomination Form

Individual Nominating: _____Phone#:_____

Administrative Professional Nominated: _____

Department, Division, Section: _____

Nominee's Supervisor: _____

Reasons for Nomination (Please attach second sheet if necessary):