



## List of Executive Assistant Programs / Training and Reference Tools

### What course should I take to become an Executive Assistant?

Many Executive Assistants have an associate degree, but some companies prefer to hire candidates with a bachelor's degree.

#### Executive Assistant Education

- ✓ Business administration
- ✓ Business communication
- ✓ Database management
- ✓ Information technology
- ✓ Organizational strategies
- ✓ Bookkeeping and/or accounting

### How do I start as an Executive Assistant?

#### The path to becoming an Executive Assistant

- ✓ Get the right education. An entry-level Administrative Assistant usually needs a high school diploma to kick-start their career
- ✓ Obtain relevant certification
- ✓ Get the right training and work experience
- ✓ Hone the right skills
- ✓ Network and learn



## List of Executive Assistant Programs / Training and Reference Tools



Course Name/Title	Details
<b>Local Government Administration Certificate, BC Canada</b>	<a href="#">Website LINK</a>  <b>Credential Certificate</b> <b>One (1) Year, option to bridge over into the diploma program</b>
<b>Northern Lights College, BC Canada</b>	<a href="#">Website LINK</a>  <b>Executive Assistant Diploma</b>  <b>Program Description</b> The Executive Assistant Diploma is designed for graduates of Administrative Assistant Certificate programs who want to develop their career opportunities and educational qualifications. Diploma graduates will be prepared to seek opportunities as office managers or as assistants to senior executives. Diploma graduates will also have the opportunity to ladder their coursework into business degree programs at Thompson Rivers University. All courses required for NLC's Executive Assistant Diploma are available online, on a part-time basis. Face-to-face and video-conference delivery is available at designated NLC campuses, on a part-time or full-time basis depending on location.



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<p><b>Career Prospects</b> Program graduates may seek opportunities as office managers or as <b>assistants to senior executives</b>. Program graduates will also be well-prepared to write the accreditation exams for the Certified Administrative Professional (CAP) or the Organizational Management (OM) designation programs.</p> <p><b>Details</b> <b>Location:</b> Fully available online, on a part-time basis, and is well-suited for individuals who may be working during the day. Courses are also available face-to-face or through videoconference. <b>Length:</b> 30 credits (450 hours). Part-time students must complete the program within five years. Full-time students may complete the program in one year of study depending on their start date, course availability, and academic progress. <b>Start:</b> September, January, or May.</p>

## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<p><b>Admission Prerequisites:</b> Official transcripts demonstrating completion of a 10-month Applied Business Technology Administrative Assistant Certificate program.</p>
 <p>executive leadership support <b>Executive Leadership Support Nationwide</b></p>	<p><a href="#">Website LINK</a></p> <p>Customized Executive Assistant and Executive Training. ELS Inside delivers custom in-house training solutions for organizations of all sizes, across all industries.</p>
 <p><b>Maja Smart Events International Nationwide</b></p>	<p><a href="#">Website LINK</a></p> <p>Email: <a href="mailto:maja@ProfessionalAssistantSummit.com">maja@ProfessionalAssistantSummit.com</a></p> <p>Here are five most important reasons why you should not miss this year's Executive Assistants' Bootcamp [Certified Online Edition]:</p> <ol style="list-style-type: none"> <li><b>1. You must 'future-proof' your job &amp; career.</b> In the fast-changing workplace the <b>EAs, PAs and Admins</b> are expected to deal with a multitude of business complexities like never before! They're expected to be strategic business thinkers, more efficient than ever, tech-savvy, agile and wizards in problem-</li> </ol>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<p>solving! Let us help you level up and thrive with the latest hacks for the new world of work!</p> <ol style="list-style-type: none"><li><b>World best Assistants &amp; Admins gave us a 5***** star rating!</b> They train with us and work for: Google, Microsoft, CERN, PWC, EY, KPMG, Disney, Lego, T-Mobile, Sunlife, Canadian Government, Royal Bank of Canada, BMO, Barclays Bank, UBS Bank, McGill University, Shoppers Drugmart, Roche, Novartis, Nestle, Swarovski, IBM, Amazon, P&amp;G, Kelloggs, McKinsey, Children's Hospital of Chicago, European Parliament, The American Marketing Association, World Health Organization, World Trade Organization, Uber, Walmart, Starbucks &amp; hundreds of start-ups.</li><li><b>Best Virtual Workshops Combo with Tips &amp; Hacks to Help you Level up &amp; Thrive:</b><ul style="list-style-type: none"><li>Becoming the Indispensable Assistant &amp; Management's Partner.</li><li>Discover how world best assistants increase CEO efficiency by 40%.</li><li>Being Agile, Resilient &amp; De-stressed in Times of Crisis &amp; Change.</li><li>Managing Challenging Executives' Calendars in the hybrid workplace.</li><li>How to make You &amp; Your Executive Shine.</li></ul></li></ol>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<ul style="list-style-type: none"><li>• The future of the Executive Assistant/Admin profession - how to 'future-proof' your job and career.</li><li>• Latest tips and tricks for Microsoft Teams &amp; Microsoft Outlook by world best admin tech trainer.</li></ul>
	<b>4. The world's best Admin Trainers will train you!</b>
	<ul style="list-style-type: none"><li>• <b>Debbie Gross</b>, Winner for Administrative Excellence - Admin Awards of Silicon Valley, Author of "The Office Rockstar Playbook", Former Chief Executive Assistant to the CEO of Cisco.</li><li>• <b>Laura Belgrado</b>, world most favourite assistant mentor &amp; expert trainer.</li><li>• <b>Sue France</b>, FCIPD, INLPTA, Best-selling Author, The UK Times Crème PA of the Year.</li><li>• <b>Lizabeth Koloko Green</b> - Tech Trainer - Millennial Microsoft Expert Office 365, Microsoft Office Specialist</li><li>• <b>Tim Ringo</b>, Global HR Leader &amp; Executive Coach, Award-winning Author.</li></ul>
	<b>5. Affordable participation fee that any boss would say 'Yes' to!</b> Check website or subscribe to e-mail(s) to receive latest costing and course outlines.



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
<b>The Banff Management Course</b> AL, Canada	<p data-bbox="877 428 1108 464"><a href="#">Website LINK</a></p> <p data-bbox="877 505 1209 540"><b>2 sessions per year</b></p> <p data-bbox="877 586 1100 621"><b>Event Details</b></p> <p data-bbox="877 646 1902 927">To be effective, today's manager must get the best possible performance from subordinates, control conflict and know how to delegate, not only work, but responsibility. Additionally, the successful manager must demonstrate expertise in strategic planning and organization and must have possession of those skills and qualities that afford control in a stressful and changing environment.</p> <p data-bbox="877 976 1902 1343">This carefully tailored pragmatic course will deliver the tools and knowledge you need to be more effective in both your professional and personal life. You will improve your communication skills at all levels and will form winning strategies for dealing with different and sometimes difficult people. You will adopt effective strategies for influencing others and thereby improve workplace relationships with colleagues, subordinates, and senior management. You will learn how to become more successful getting work done with and through others.</p>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<p>You will improve your memory skills to a remarkable degree; enabling you to deliver speeches and presentations without the need nor the desire for written notes, improve incredibly your ability to remember names and faces as well as develop systems for remembering dates, appointments and what you read. You will learn to manage projects, priorities and deadlines while maintaining a stress-free work environment. At this intensive program you will develop the essential skills of highly effective leaders.</p> <p>One of the greatest benefits of attending a truly limited enrollment, residential program comes from the networking and camaraderie that takes place outside of the formal educational sessions. It is for this reason that, unlike other courses, where participants must find their own accommodations, arrange their own meals etc., at our residential courses, everyone is under the same roof. Your course fee includes your tuition, accommodation (room &amp; taxes) breakfast each day, luncheon on day two, hosted reception and refreshments. At this carefully tailored pragmatic course you will acquire the tools and knowledge you need to be more effective in both your professional and personal life.</p> <p>Specifically, you will develop two essential sets of skills for:</p>





## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
-------------------	---------

### **Leading Others**

The most frustrating limitations placed upon you as a manager have little to do with your technical abilities; rather the most trying aspect of your work often involves dealing with people.

**To be effective in dealing with others, you must perfect your ability to:**

- Find out what people need and expect from a leader.
- Inspire your staff to take greater initiative.
- Discover your unique leadership style.
- Achieve greater team synergy and effectiveness.
- Win cooperation and trust, energizing your staff to excel.
- Recognize the underlying causes of conflict.
- Cope with different and sometimes difficult staff and team members.
- Deal effectively with negativity in the workplace.
- Implement strategies for effectively responding to conflict.
- Improve difficult interviews with the nine-step coaching model.
- Gain recognition by learning how to look and talk like a leader.
- Conduct crisp, successful interviews.



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<ul style="list-style-type: none"><li>• Deal with interpersonal problems that threaten team cohesiveness.</li><li>• Develop a leadership style that adapts to the person and situation managing in an environment of change.</li></ul>
	<p><b>Managing Yourself</b></p> <p>Success in your present and future management responsibilities is dependent on several self-management skills. By improving your skills at strategic execution - managing projects, priorities, and deadlines more effectively, while deflecting job-related stress, and developing your memory and concentration, you will gain a deeper sense of satisfaction and accomplishment.</p>
	<p><b>Specifically, at the Banff Management Course you will learn how to:</b></p> <ul style="list-style-type: none"><li>• Identify your “Primary Time Style” and how to make it work for you.</li><li>• Learn to handle the three types of events that erode your effectiveness unimportant task, the unexpected task, and other people’s priorities.</li><li>• Effectively prioritize your time and activities.</li><li>• Improve concentration and efficiency.</li></ul>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<ul style="list-style-type: none"><li>• Develop behaviours that will help you stay energized and engaged.</li><li>• Improve remarkably your ability to remember names and faces.</li><li>• Learn how to deliver speeches and presentations without the need for notes.</li><li>• Develop strategies for preventing, reducing, and managing stress.</li><li>• Recognize and deal with “Type A” behaviour.</li><li>• Double your productivity without doubling your stress</li><li>• Lose your fear of “Kineahora” and improve your self-esteem.</li><li>• Effectively prioritize your time and activities.</li></ul>
<p><b>Initiative for Women in Business</b> <b>Rotman: Excellence in Administration</b> <b>GTA, ON Canada</b></p>	<p><a href="#"><u>Website LINK</u></a></p> <p><b>A Program for Women Administrative Professionals</b></p> <p>Excellence in Administration is a highly interactive program. Through simulations, role play and cases, dig deep into your own motivations, and sharpen the self-development skills you need for your next career breakthrough. Developed by women for women, Excellence in Administration gives you the tools you need to achieve and maintain superior administrative performance, while introducing you to other high-achieving women in similar roles.</p>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<p>Over two intensive days, learn effective decision-making, negotiation strategies and tactics and essentials of leadership presence. Master and apply mindfulness techniques to develop awareness, improve performance and increase resilience. Program runs over two full days.</p>
<p><b>Sheridan College GTA, ON Canada</b></p>	<p><a href="#"><u>Website LINK</u></a></p> <p><b>Office Administration – Executive. Two (2) Year Program, with Co-op Placement after Three (3) terms.</b></p> <p><b><u>Program Overview/Critical training:</u></b></p> <p>Using your laptop in our Internet-connected classrooms, you'll complete interactive assignments and learn the skills most in demand by today's employers. The two-year program focuses on the higher-level technical and professional skills required if you wish to work in an executive office.</p> <p><b><u>Things you'll learn:</u></b></p> <ul style="list-style-type: none"><li>• Advanced administrative functions such as arranging travel and taking minutes.</li><li>• Executive support skills such as banking and payroll.</li></ul>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
-------------------	---------

- Advanced Microsoft Office applications (Word, Excel, PowerPoint and Access).
- Business writing, Internet research and report writing skills.
- Administrative Simulation or Field Placement.

When you've completed the first three terms and have met a prescribed GPA, you can choose either an Administrative Simulation course or a Field Placement course. Both prepare you for entry-level support positions in a business, government or professional office. This experience can be invaluable when you're ready to look for a professional Executive Assistant or administrative assistant position.

### **Additional information/You'll also learn:**

- Leadership skills needed by office supervisors.
- Webpage design including combining text, graphics, audio and video.
- Oral presentation skills.
- Job search and interview techniques.
- Maximize Your Learning with Mobile Computing.

Sheridan's mobile computing teaching environment gives you 24/7 access to the course materials and software applications used in class. Using your personal laptop computer, you can



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<p>perform class activities, complete assignments, and e-communicate with your professors and classmates. Mobile computing gives you freedom and flexibility that lead to greater learning.</p> <p>Sheridan College also offers course in Human Resources, Finance, IT, Event Planning, Writing, Communication, etc.</p>
<hr/> <p><b>Humber College</b> <b>GTA, ON Canada</b> (online available)</p>	<p><a href="#"><u>Website LINK</u></a></p> <p>See <b>Business Administration</b> both certification and diploma course available.</p> <p>Humber College also offers course in Human Resources, Finance, IT, Event Planning, Writing, Communication, etc.</p>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
<p>Oxford College of Arts, Business, Technology</p> <p>Barrie, Burlington, Mississauga, Peterborough, Scarborough, and Toronto, ON Canada</p>	<p><a href="#">Website LINK</a></p> <p><b>Executive Office Assistant Diploma Program</b></p> <p><b><u>Course Description:</u></b></p> <p>Our program develops the research, documentation and accounting skills required to pursue career opportunities with insurance companies, government offices, retail industries, large companies and organizations, clerical offices and more.</p> <p>Throughout the program, you will learn to provide high-level administrative support to executives in the workplace, including taking and redirecting calls, scheduling meetings, updating executive calendars, planning, and organizing travel and events and overseeing all incoming and outgoing correspondence. You will receive the hands-on training in QuickBooks and Microsoft Office applications needed to manage basic bookkeeping and accounting duties as well as create spreadsheets, documents, databases, and presentations.</p> <p>Our Executive Office Assistant program has flexible start dates, so you can get started as soon as you're ready. You will learn from instructors who are experienced in their field and provide</p>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<p>career-focused training in a small, supportive classes. You will also have access to our ongoing career services, which includes resume and cover letter writing assistance, job search strategies and networking tips.</p>
<b>Mohawk College</b>	<a href="#"><u>Website LINK</u></a>
<b>One, Two, and Three year program(s) in Office Administration available.</b>	<b><u>Office Administration Programs:</u></b>
<b>International acceptance – course locations and online</b>	<p>Administrative staff play a vital role in supporting the daily operations of any organization. Mohawk's Office Administration programs will provide you with hands-on training to expertly navigate office procedures, prepare a variety of documents, use software applications, and apply interpersonal skills. Gain valuable office skills in a generalized program or specialize in one of three different areas—executive, health services, or legal. In specialized programs, field placements provide students with the opportunity to hone their newly developed administration skills in a real-world office setting.</p>
	<p>Mohawk also offers courses in Records Management.</p>





## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
<p><b>Conestoga Continuing Education ON, Canada</b></p> <p><b><u>Delivery options:</u></b></p> <p><b>In person: classes held in person on a campus/site in a classroom/lab/shop/studio for the course duration</b></p> <p><b>Online - Asynchronous: 100% online delivery with no assigned day or time requirements, independent course completion</b></p> <p><b>Online - Synchronous: 100% online delivery with scheduled day and time course requirements</b></p> <p><b>Hybrid: any combination of in person, timetabled, on campus, online, and hyflex delivery</b></p>	<p><a href="#">Website LINK</a></p> <p>Variety Programs and courses available, from:</p> <ul style="list-style-type: none"> <li>• Accounting/Finance</li> <li>• Behaviour Management/Skill Building</li> <li>• Business Case Development/Creating Business Plans</li> <li>• Contemporary Indigenous Life and Teaching</li> <li>• French 1 through 5 Levels</li> <li>• Human Resources</li> <li>• Intermediate and Advanced Microsoft Courses</li> <li>• Keyboarding Techniques</li> <li>• Managing Customer Service</li> <li>• Organizational Behaviour/Bus Communications/Learning</li> <li>• Payroll</li> <li>• Performance Management</li> <li>• Project Planning</li> <li>• Purchasing</li> <li>• Records Management</li> <li>• Writers Workshop (Business and Marketing)</li> </ul>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
<b>AMCTO The Municipal Experts</b>	<p data-bbox="877 428 1100 464"><a href="#">Website LINK</a></p> <p data-bbox="877 505 1913 623">AMCTO is a Certified Educational Institution. Tuition fees are tax-deductible for all education programs except Municipal Clerks Institute (MCI).</p> <p data-bbox="877 670 1906 911">Our education courses provide a solid foundation and may assist with career opportunities/advancement in municipal government. Some of the courses listed below may be applied toward achieving AMCTO's <a href="#">Diploma in Municipal Administration (DMA)</a>. In addition, our courses may be applied to provide the education competencies required for AMCTO's Accreditation Programs.</p> <p data-bbox="877 958 1919 1117">The Municipal Administration Program, Municipal Accounting and Finance Program, Municipal Law Program, Parliamentary Meeting Protocol Course and OACA's Primer on Planning Course by correspondence twice a year:</p> <ul data-bbox="926 1164 1906 1323" style="list-style-type: none"><li>• Winter Term runs from February to May (registration opens in December)</li><li>• Fall Term runs from September to December (registration opens in July)</li></ul> <p data-bbox="877 1370 1913 1442">Most programs consist of more than one unit. It is recommended that one unit be taken at a time and in order. There is an</p>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
<p><b>AMO</b> <b>Association of Municipalities Ontario</b></p>	<p>assignment schedule to follow when taking any of the units by correspondence. All units consist of a number of assignments and most have an end-of-unit exam. In correspondence programs, there are generally two weeks between each assignment due date and three weeks from the final assignment due date to the writing of the end-of-unit exam. The schedule will provide specifics for each unit.</p> <hr/> <p><a href="#">Website LINK</a></p> <p>AMO's on demand e-learning portal <a href="#">MunicipalEducation.ca</a> allows learners to access course content for 30 days from activation. Create an account today and</p> <ul style="list-style-type: none"><li>• learn at your own pace,</li><li>• access your course anywhere you have internet access,</li><li>• track your progress, and</li><li>• generate your certificate immediately.</li></ul> <p>This <a href="#">PORTAL</a> provides e-learning for both Municipal Council and Staff looking to expand their knowledge and keep their skill set current and relevant. We also offer courses that can help the public understand the municipal sector better. Why choose e-learning?</p>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<ul style="list-style-type: none"><li>• <b>Convenient</b> E-learning allows you to balance the demands of Council, careers, and home life by accessing courses 24/7/365 from home, work and even on the road.</li><li>• <b>Immediate</b> You can start a course in a matter of clicks! Be done in one sitting (about two to three hours) and download your certificate from your account.</li><li>• <b>Ease of Use</b> Click away and get the knowledge you need as a member of Council on topics such as financial literacy, property assessment, asset management, land use planning and more...</li><li>• <b>Flexible</b> You decide when you want to take the course. If you only have time at night, no worries make your own schedule and do the course at your own pace over the course of 30 days.</li><li>• <b>Cost-Effective</b> Studies show that online learning can save an organization 50-70% of training expense by eliminating the cost of travel.</li><li>• <b>Quality</b> All of our courses are built by subject matter experts and adult education course designers. All courses are vigorously edited and tested prior to launch and reviewed often to ensure content is up to date and relevant.</li></ul>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
<p><b>The Canadian Institute of Cultural Affairs/ICA Association</b></p> <p><b>Professional Facilitation Training</b></p> <p><b>GTA, ON Canada (online course available)</b></p>	<p><a href="#">Website LINK</a></p> <p>Suggestion: Register for monthly newsletter.</p> <p>Get skills that last a lifetime, and powerful results and commitment to action from your team or work group.</p> <p><a href="#">Course Program Catalogue</a></p> <p><b>Recommendation:</b> MEETINGS that Work, practical tools to design and lead effective meetings. Learn how to:</p> <ul style="list-style-type: none"> <li>• Increase the productivity of the group.</li> <li>• Focus the purpose and intent of large and small meetings.</li> <li>• Aid the group in its decision-making processes.</li> <li>• Handle difficult situations in groups.</li> <li>• Match process tools to each group's needs.</li> <li>• Design effective agendas.</li> </ul> <p>ICA offers both Course and Certification opportunities, become a Certified Professional Facilitator (CPF), competencies are:</p> <ul style="list-style-type: none"> <li>• Create collaborative client relationships.</li> <li>• Plan appropriate group processes.</li> <li>• Create and sustain participatory environments.</li> </ul>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<ul style="list-style-type: none"><li>• Guide groups to appropriate and useful outcomes.</li><li>• Build and maintain professional knowledge.</li><li>• Model a positive professional attitude.</li></ul>
<b>Microsoft Courses</b>	<p><b>PowerPoint</b> - Animations and Multimedia - Online Training Company: <a href="#">AFI</a> Duration of course: 2 days</p> <p><b>Word Advanced:</b> References and direct mail - Online Training Company: <a href="#">AFI</a> Duration of course: 2 days</p> <p><b>CPA Excel Certificate Program</b> <a href="#">Online training (on demand)</a></p> <p>Check website for latest costing and course outlines.</p>
<b>Technology / Courses online</b>	<p>Sharpen your skills, be the pioneer to learn (refresh your skillsets on a regular basis)</p> <ul style="list-style-type: none"><li>• WebEx</li><li>• Zoom</li><li>• Microsoft Teams</li><li>• CISCO Products</li></ul>



## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
	<ul style="list-style-type: none"><li>• Apple / Samsung Technology</li><li>• Doodle</li><li>• Familiar yourself with your boardrooms / technology and practise ahead of meeting(s) and/or presentations.</li></ul>
<b>Canada Coach Academy</b> <b>Montreal, QC, Canada (online courses available)</b>	<p><a href="#"><u>Website LINK</u></a></p> <p>When you become a <b>coach</b>, you gain the skills to:</p> <ul style="list-style-type: none"><li>• Create a safe environment in which people see themselves more clearly.</li><li>• Identify gaps between where the client is and where the client wants to be.</li><li>• Observe, mirror and challenge in a partnering way to evoke deeper awareness than the client is capable of on their own due to blind spots.</li><li>• Guide the development of accountability and support necessary to ensure sustained commitment and progress.</li></ul> <p>Dynamic, interactive approach to coaching. Courses are built under their company pillars: community, connection, and collaboration.</p>



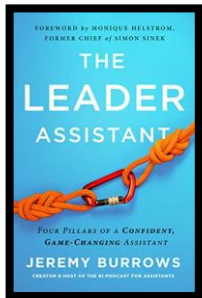
## List of Executive Assistant Programs / Training and Reference Tools

Course Name/Title	Details
<b>Toastmasters</b>	<p data-bbox="877 472 1108 505"><a href="#">Website LINK</a></p> <p data-bbox="877 548 1892 667"><b>Outline:</b> Local municipalities Toastmasters (International) is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs.</p> <p data-bbox="877 711 1892 781">Check-in with your local HR and/or Municipalities for training, <b>or better start one!</b></p>
<b>Conferences for Executive Assistants</b>	<p data-bbox="863 875 1906 989"><a href="#">Administrative Professionals Conference</a> <a href="#">PA Douglas 49th-annual-administrative-professionals-course</a> <a href="#">AAP Association of Administrative Professionals</a></p>



## List of Executive Assistant Programs / Training and Reference Tools

[Amazon Book Suggestion \(LINK\):](#)



### **The Leader Assistant**

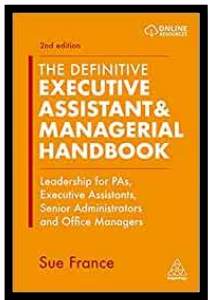
As an assistant, you constantly face obstacles that hold you back from accomplishing your career goals. Whether it's a job change, shifting deadlines, a micromanaging executive, a toxic co-worker, a high-pressure project, or an intense negotiation with a vendor, the administrative profession is not for the faint of heart.

If you're looking to maintain the status quo and be "just an assistant," this book is not for you. But, if you want the confidence and ability to conquer the challenges that most try to avoid, then you're in the right place.

The Leader Assistant outlines four pillars—embody the characteristics, employ the tactics, engage in relationships, and exercise self-care—that will help you rediscover your passion for the profession and become a confident, future-proof, game-changing Leader Assistant. If you neglect even one pillar, you'll head for burnout, stagnation, and anonymity. You are meant for so much more. Are you ready to be the Leader Assistant the world needs?

## List of Executive Assistant Programs / Training and Reference Tools

### [Book Suggestion Chapters Indigo LINK](#)



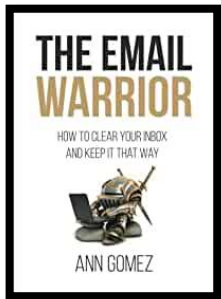
#### **THE DEFINITIVE EXECUTIVE ASSISTANT & MANAGERIAL HANDBOOK**

With the world of work profoundly disrupted by artificial intelligence, machine learning and COVID-19, the role of the Executive Assistant is changed forever. Learn how to respond to these challenges and help create 'the better normal' while developing the leadership skills necessary to thrive in a senior administrative position.

From bestselling author and expert Sue France, The Definitive Executive Assistant & Managerial Handbook is the ultimate guide to management in the context of an administrative role. Placing an emphasis on both personal leadership and practical skills, this new edition of the award-winning book teaches readers to manage a team, develop the emotional intelligence to understand their colleagues, negotiate effectively and confidently manage a project. Equipped with these tools, readers will be ready to steer their teams to organizational success in any situation.

With new sections on best practice for managing remote workers and building a responsible relationship with new technologies, The Definitive Executive & Managerial Handbook is an indispensable guide for both ambitious PAs aiming for promotion and senior assistants who want to improve their skills.

## List of Executive Assistant Programs / Training and Reference Tools



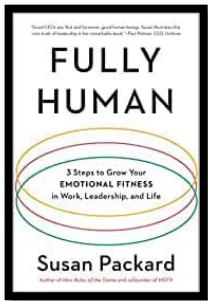
### [Book Suggestion Amazon LINK](#)

Are you overwhelmed by the number of emails you receive? Do you feel you could spend your entire day on email, with no time for anything else? Productivity expert Ann Gomez shares a practical and proven approach to help you clear your inbox in less than three hours - and keep it clear. In this essential guide, *The Email Warrior*, you will learn:

- Timely and essential strategies to process email most efficiently
- The reasons why email is so addictive
- A streamlined approach to clear your inbox (regardless of how many emails are there now)
- A better way to track commitments and manage priorities
- How to save time and reduce stress

You are now only a few short hours away from a radically different way of working. As an Email Warrior, you will spend less time on email, and you will get more done. You will also protect more time for top priorities while remaining responsive to others. Ultimately, this book, *The Email Warrior*, is designed to help you better manage your most precious resource - your time.

## List of Executive Assistant Programs / Training and Reference Tools



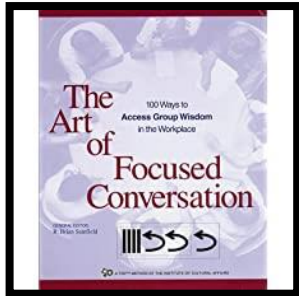
[Book Suggestion Chapters Indigo LINK](#)  
[Book Suggestion Amazon LINK](#)

HGTV cofounder Susan Packard launches the next chapter in emotional intelligence (EQ) and shows you how to increase your personal satisfaction and productivity—in work and life—via her three-step path toward EQ Fitness. Emotions can sink us, or they can power us like fuel to succeed. Many of us show up for work, and life, feeling lonely even in a room full of people, or bringing unproductive emotions into work, like anger or fear. You don't have to feel this way. Susan Packard offers an accessible new guidebook to grow your emotional fitness, and it's arrived just in time, as technology is quickly becoming our main interface for communication. No matter where you are in your career, success is an inside job. Packard lays out how to develop interdependent work relationships, and for leaders, how to build healthy company cultures.

Packard introduces us to successful people, and companies, that are rich with 'connector' emotions like hope, empathy, and trust-building. She tackles unconventional topics, like how workaholicism keeps us emotionally adolescent, and how forgiveness belongs in the workplace too. Packard shares her EQ Fit-catalyzed success at HGTV and the stories of the executives she coaches in mindfulness and other emerging techniques, and she teaches an 'inside out' practice of self-discovery, which helps you uncover unproductive emotions, and dispel them.

The best leaders balance power and grace, and everyone can effectively use resilience--an ability to endure tough situations and make tough decisions, and vulnerability, a willingness to open up, change, and admit when we need help. She offers new tools to bring our strongest emotional selves to work each day.

## List of Executive Assistant Programs / Training and Reference Tools



[Book Suggestion Chapter Indigo LINK](#)

[Book Suggestion Amazon LINK](#)

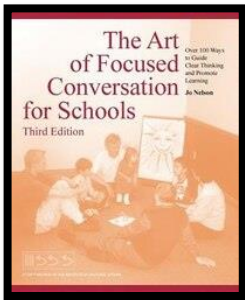
The best 'how-to' for encouraging consensus in firms and organizations.

Communication within many organizations has been reduced to email, electronic file transfer, and hasty sound bytes at hurried meetings. More and more, people appear to have forgotten the value of wisdom gained by ordinary conversations. The Art of Focused Conversation convincingly restores this most human of attributes to prime place within businesses and organizations and demonstrates what can be accomplished through the medium of focused conversation.

Developed, tested, and extensively used by professionals in the field of organizational development, The Art of Focused Conversation is an invaluable resource for all those working to improve communications in firms and organizations.

## List of Executive Assistant Programs / Training and Reference Tools

### [Book Suggestion Chapter Indigo LINK](#)



Why don't kids learn? Why can't students do higher order thinking? Why do educators have endless staff meetings with few results? How can parents and teachers communicate better?

The pressure upon educators to teach more, to a wider range and number of students, with decreasing resources and supports makes it urgent to find tools to answer such questions.

The Art of Focused Conversation for Schools demonstrates how the Focused Conversation method, widely used in organizations and businesses, can effectively be used in a K-12 educational setting. Each section deals with interactions among students, staff, and parents, and elaborates with over 100 sample conversations designed to make learning more meaningful, prevent and solve problems, and make communications in meetings more effective. Appendices showcase integrated curriculum examples where conversations have been used in unique combinations and list sample questions for each level of the conversation method. With a bibliography and index included, and patterned after its highly successful predecessor, *The Art of Focused Conversation: 100 Ways to Access Group Wisdom in the Workplace*, this book will be welcomed by parents, students, educators, and school administrators everywhere.

The Institute of Cultural Affairs has over 40 years experience in more than 32 nations. A unique facilitation, research and training organization, ICA Canada has provided participatory skills to many thousands of people worldwide.

## List of Executive Assistant Programs / Training and Reference Tools



Meet Dianna Leeder [Website LINK](#)

Dianna Leeder CPCC is an author, podcaster, Certified Co-Active Life Coach, and an ACI Certified Confidence Coach. Head life-hack at Crave More Life Coaching, she has a vision of showing the world that women have a voice and are more than capable of using it to improve lives, including their own.

Dianna works with women, tired of being quiet, to use their understanding of their inner selves to heal their voices and live out loud. Through her Voices of Women Project, women are offered a platform for healing by openly sharing their life stories, learning what and who they are speaking for, and by being HER.

Dianna's latest book Find Your Voice, Save Your Life: Powerful Women: Real Stories, has recently been launched into the world and is being followed by a 2nd Edition. If you too think that the times of women being silenced are over, or you have a story that you are ready to share, join Dianna at her [Website LINK](#) and join her Facebook group Find Your Voice Women. Dianna speaks with Women's Groups on

- CML's Voices of Women Project.
- Personal chapter readings for groups.
- Finding your voice coaching groups.
- Self-resilience in the face of emotional hits.
- Mapping your own deep core to know yourself to be yourself.



## List of Executive Assistant Programs / Training and Reference Tools

### Other related LINKS and reference articles:

- <https://chiefexecutive.net/exceptional-executive-assistants-keep-ceos-thriving-in-times-of-crisis/>
- <https://www.oprahdaily.com/entertainment/a34097884/chynna-clayton-michelle-obama-assistant/>
- <https://canadianadmin.ca/home/news/>

### Administrative Professionals' Day History

Administrative Professionals' Day seeks to celebrate and show appreciation for administrative professionals. This includes secretaries, receptionists, and office assistants, and other administrative support professionals. This day recognizes the efforts put forth in managing day-to-day responsibilities. It aims to reward administrative professionals with either monetary gifts or special lunches.

Administrative Professionals' Day was established in 1952 by the president of the National Secretaries Association Mary Barrett. Alongside her were C. King Woodbridge and Harry F. Klemfuss. It is observed during the last **full week of April on Wednesday**.