



## LIST OF EXECUTIVE ASSISTANT PROGRAMS, RESOURCES & TRAINING TOOLS

### Considering a Career as an Executive Assistant?

The path to becoming an Executive Assistant is unique for everyone. Most roles combine **formal education, hands-on experience, and strong interpersonal skills**. While some employers prefer a bachelor's degree, many Executive Assistants start with certificates or diplomas and grow their careers through continuous learning and professional development.

Executive Assistants in **local government** are more than support staff — they are **trusted partners in governance and leadership**. Building the right mix of education, training, and networks can open doors to rewarding, influential careers.

#### Key Education & Skills Areas:

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

#### Steps to Get Started:

- **Complete foundational education:** most entry-level administrative roles require a high school diploma; post-secondary training is recommended.
- **Earn certifications:** Consider professional designations or specialized certificates to stand out.
- **Gain hands-on experience:** start in administrative or office support roles to build practical skills.
- **Develop key skills:** strengthen organization, communication, and problem-solving.
- **Build Networks:** connect with professional associations and peers to learn, grow, and advance.

### About This Guide

The following pages highlight **training and professional development opportunities** for Executive Assistants in Canada, with a special focus on programs relevant to **local government**. This is not an exhaustive list — program availability, formats, and costs change frequently. Please check provider websites for the latest details.

## Training for Executive Assistants in Local Government

- **Canadian Association of Municipal Executive Assistants (CAMEA)**  
Offers the Toolkit for the Effective Executive Assistant to the Chief Administrative Officer, EA Master Class Series, mentorship, networking, and an Annual National Conference for Executive Assistants in Local Government.
- **University of Alberta – NACLAA - National Advanced Certificate in Local Authority Administration**  
A long-standing, award-winning two-tier online certification program designed for municipal staff.
- **University of Regina — Certificate and Advanced Certificate in Local Government Administration**  
Recognized by Saskatchewan’s RMAA and UMAAS; online-based with options to ladder into further undergraduate degrees.
- **Capilano University - Local Government Administration Certificate (BC)**  
A unique program for municipal, First Nations, and regional district staff, delivered via interactive seminars and developed with input from key local government partners.
- **Nunavut Artic College / Municipal Training Organization (MTO)**  
Offers a Municipal Government Program with blended delivery for northern staff.

## Executive Assistant Training Programs Across Canada

### Diploma & Certificate Programs

- **Red Deer Polytechnic — Executive Assistant Diploma**  
A two-year diploma building on their Administrative Professional Certificate; includes work-integrated learning.
- **Nicola Valley Institute of Technology (NVIT) — Executive Assistant Diploma (Merritt, BC)**  
A one-year diploma, full-time or hybrid delivery, emphasizing advanced communication and organizational skills.
- **George Brown College — Executive Assistant Program**  
An online certificate focusing on practical office skills and introductory management training.
- **Algonquin College — Office Administration – Executive (Ontario)**  
A four-level diploma offering applied skills in office management, travel, event planning, finance, human resources, and social media.
- **Thompson Rivers University — Executive Assistant Diploma**  
Offers credit transfers from certificates and connects to Bachelor programs in business—flexible pathways.
- **Northern Lights College – Online Executive Assistant Diploma**  
Online, flexible (part-time or full-time) program offering practical training in advanced administration, communications, and office management.

- **Office Administration – Executive Programs (Multiple Colleges, ON)**  
Comprehensive college-level training in office administration and executive support, available through various delivery formats at leading Canada institutions:
  - Sheridan College
  - Humber College
  - Mohawk College
  - Conestoga Continuing Education
  - Oxford College of Arts, Business & Technology

### **Continuing Education & Shorter Programs**

- **Vancouver Community College — Executive Assistant Courses**  
A flexible, part-time format: six courses, each running 36 hours over 12 weeks.
- **Association of Municipal Clerks Treasurers of Ontario (AMCTO) Education Programs**  
Municipal Administration, Law, Finance, Parliamentary Procedure.
- **Association of Municipalities of Ontario (AMO) E-Learning**  
On-demand municipal training.

### **Professional & Executive Development**

#### **Municipal Sector-Specific**

- **CAMA Executive Leadership Program**  
A flagship program designed specifically for Canadian municipal leaders, this program blends governance, leadership, and executive management training with a strong focus on the unique challenges faced by municipal administrators. The program emphasizes strategic thinking, political acumen, ethical decision-making, and community leadership, making it particularly relevant for CAOs, and Executive Assistants aspiring to senior leadership roles in local government.
- **Banff Management Course**  
Renowned program for municipal and public sector professionals, focusing on leadership, conflict management, and strategic planning in a retreat-style learning environment.

#### **Broader Professional Growth**

- **McGill Executive Institute**  
Offering high-quality leadership and management seminars, including Mini MBA series and executive coaching—valuable for Executive Assistants moving toward strategic or higher-level roles.
- **Canada School of Public Service**  
The federal government’s central learning hub, delivering governance, public administration, and leadership training—relevant for Executive Assistants in broader public service roles.

- **Carleton University — School of Public Policy and Administration**  
Offers graduate diplomas and master's programs in Public Administration, Public Management, Program Evaluation, and more—great for Executive Assistants aiming for advancement into policy or senior support roles.
- **Executive Leadership Support (ELS Inside)**  
Customized Executive Assistant/Executive training with a global perspective, tailored to advancing support professionals into strategic business partners.
- **Professional Assistant Summit (Maja Smart Events)**  
Bootcamps and workshops with global trainers focused on elevating Executive Assistant skills in leadership, project management, and high-level administration.
- **Rotman Initiative for Women in Business – Excellence in Administration**  
A two-day program designed to empower administrative professionals with advanced leadership, communication, and business insight skills.
- **Toastmasters International**  
Local chapters worldwide providing practical training in public speaking, communication, and leadership development—an accessible and effective way for Executive Assistants to build confidence and presence.

### Online & Technology Training

- **Microsoft Office Specialist Courses** (Word, Excel, PowerPoint, Outlook, Teams).
- **Zoom, WebEx, Cisco** – Online facilitation tools.
- **LinkedIn Learning / Coursera / CPA Excel Certificate** – On-demand professional development.

### Associations & Networks

- Canadian Association of Municipal Executive Assistants (CAMEA)
- Association of Administrative Professionals (AAP) – Certification & resources.
- International Association of Administrative Professionals (IAAP)
- Provincial/Territorial Municipal Associations
- LinkedIn Groups for Executive Assistants

Executive Assistants are not just administrators — they are **strategic enablers of leadership, governance, and organizational success**. Investing in your own growth through education, training, and networking ensures you thrive in this evolving and vital profession.