**Executive and Personal Assistants Workshop**

Being an Executive or Personal Assistant is a unique position that requires a variety of skills. Whether you are updating schedules, making travel arrangements, minute taking, or creating important documents all must be done with a high degree of confidentiality. Confidentiality is one of the most important characteristics for every assistant.   
  
Our Executive and Personal Assistants workshop will show your participants what it takes to be a successful assistant. Participants will learn what it takes to effectively manage a schedule, organize a meeting, and even how to be a successful gatekeeper. Being an Executive or Personal Assistant takes a special skill set and this workshop will provide your participants with the necessary tools.

**Workshop Objectives:**

* Adapt to the needs and styles of management
* Communicate through written, verbal, and nonverbal methods
* Improve time management skills
* Manage meetings effectively
* Act as a gatekeeper
* Use the tools of the trade effectively

For more information or to reserve your spot in this workshop, please contact:

<Your Contact Information>