



Learning in a Nutshell

1 HOUR POWER LEARNING SEMINARS

Understanding the Modern EA Role

Explore the skill-sets and attributes valued in a modern Executive Assistant.

EA's and PA's are more than clerical experts. They are strategists, negotiators, public relations representatives, promoters, organisers and the calming influence in hectic and ever-changing environments. This one hour power seminar will explore what is expected of the modern-day assistant and define what it is that makes a GREAT assistant. Topics include:

- Defining the modern-day assistant role
- Understanding, accepting and managing expectations
- Attitude!
- Promoting your executive and your organisation
- Perfecting your image

*No one is more cherished in this world than someone who lightens the burden of another. **Author unknown***

VENUE:

MPS Training Centre

Unit 9/141 Flemington Road
Mitchell, ACT

Check our website for course dates

MPS

training

exceeding expectations

Book now!

Contact our friendly MPS Training staff today, but be quick as seats are limited!

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\$55 per person, OR... bring a friend and pay only \$44 each!!!!