



**IT TAKES
COURAGE
TO BE WORLD
CLASS.**

Success is attained by those who strategically position themselves as World Class Assistants.

DON'T WAIT:
Be one of them.

WORLD CLASS ASSISTANT™

Certificate Program for Executive
and Administrative Assistants

“ *I've attended many administrative training programs, but this is by far the most focused, detailed and informative one. I feel that I've stepped up to a new level in my career by attending this program.* **”**

—Johanna Viteri



WORLD CLASS ASSISTANT

OfficeDynamics.com

WORLD CLASS ASSISTANT™

Certificate Program for Executive and Administrative Assistants

PART 1

PARTNER STRATEGICALLY

LEVERAGE COMMUNICATION

I THINK THEREFORE I AM

TOMORROW-FOCUSED

PROFESSIONAL TRADEMARK

The World Class Assistant™ Certificate Program is a virtual powerhouse of learning. This time-tested and industry proven, highly-rated program will polish you for upward mobility or current-level stellar performance.

COURSE FORMAT

WCA Part 1 is 2 days

Receive a Certificate of Completion and 1.6 CEUs

WCA Part 2 is 2 days

Receive a Certificate of Completion and 1.6 CEUs

EARN YOUR WCA CERTIFIED DESIGNATION

Attend both workshop sessions and:

- Complete the pre-workshop assignments.
- Demonstrate skills in class.
- Complete a Development Plan.



IS THIS PROGRAM FOR YOU?

- You have accomplished a lot in your career, and know there is more you can contribute and new areas to grow into.
- You want a breakthrough experience.
- You aren't a career spectator . . . you're willing to put in the work to make exciting things happen for yourself.

PART 2

SUCCESS AND ENGAGEMENT

EMOTIONAL INTELLIGENCE

HONE INVESTIGATIVE SKILLS

DEMONSTRATE YOUR WORTH

SECRETS OF DECISION-MAKING

WHAT YOU WILL ACHIEVE

The World Class Assistant™ Certificate Program delivers high-impact training that accelerates professional skills and builds career momentum. In addition to the skills and competencies you acquire, completion will prepare you for professional excellence and demonstrate you can go the distance.

VIP EXPERIENCE

This exclusive, personalized program is limited to just 20 high-achieving assistants so you can receive the personalized, detailed and specific attention and support you need to move forward quickly. Stay at the elegant JW Marriott Resort overlooking the Red Rock Canyon National Conservation Area; your luxury hotel stay is inclusive with registration.

**SECURE YOUR SEAT NOW.
SPACE IS LIMITED.
CALL 1-800-STAR-139**

OfficeDynamics.com