



# TAKE YOUR PARTNERSHIP TO THE NEXT LEVEL

## KEY TAKEAWAYS

- Gain confidence and competence
- Master high-level skills needed to be a stellar assistant
- Become a more effective communicator
- Forge a stronger, more impactful relationship with your leader
- Resolve longstanding obstacles that may have prevented a stellar partnership in the past
- Become a top-tier executive assistant regardless of your experience

LEARN ALL THIS AND MORE!

## WHAT YOU'LL LEARN

16 MODULES | 48 VIDEOS | BONUS MATERIALS

The modules included within this transformative Series are key to understanding what it takes to master executive support. Each module described below has been carefully selected as a critical building block for this monumental Series. They have been designed to help you develop an understanding of the fundamentals, focus on growth and development, and provide real, actionable change in your career.

**Module 1:** Creating a Strategic Partnership

**Module 2:** Clarifying and Meeting Expectations

**Module 3:** Understanding an Executive's World

**Module 4:** Interpersonal Skills Necessary for Success

**Module 5:** Learning in Tandem with Your Executive

**Module 6:** Teach Your Executive How to Partner

**Module 7:** Communications

**Module 8:** Working Together in a Virtual World

**Module 9:** Managing Your Executive's Travel

**Module 10:** Mastering Calendar Management

**Module 11:** Help Your Executive Maintain a Competitive Edge

**Module 12:** Know Your Executive

**Module 13:** Protecting Your Executive's Image

**Module 14:** Taking Care of You

**Module 15:** Resolving Partnership Problems

**Module 16:** Orchestrating and Supporting Multiple Managers

## CESP DESIGNATION CERTIFIED EXECUTIVE SUPPORT PROFESSIONAL EARN A SPECIALIZED DESIGNATION

CESP is a "specialized" designation for administrative professionals that communicates you are a highly trained, highly-skilled, professional who supports executives, key leaders, directors, and the management team.

## BONUS MATERIALS

- Downloadable checklists, tip sheets, and charts
- Downloadable eBooks
- Communication Style Assessment
- Administrative Competency Assessment
- Visuals to Emphasize Key Learnings
- Leader vs. Manager Continuum
- Executive & Assistants Working in Partnership Guide

## RESULTS TO EXECUTIVE

**INCREASE YOUR PRODUCTIVITY BY 30% OR MORE!**

YOUR ASSISTANT WILL:

- Prevent or reduce your decision fatigue.
- Help you run the ball down the field, every day.
- Take over the nitty-gritty work.
- Embrace new challenges and opportunities.
- Help you maintain a competitive edge.
- Forecast barriers and potential problems.
- Diminish last-minute chaos.
- Creatively problem solve.
- Become a more effective communicator.
- And more!

**\$3,500 VALUE**

**\$1,295 INVESTMENT**

THE ROI FOR YOUR PARTNERSHIP WILL BE TENFOLD

**REGISTER TODAY!**