



**DIGITAL**  
EFFICIENCY  
FOR ADMINISTRATIVE EXCELLENCE

**TURN  
YOUR  
TECH  
STRESS  
INTO  
TECH  
SUCCESS**

In Partnership With

*Get Control!*<sup>®</sup>  
Get More Done



## Keeping pace with technological advancements is not just about staying relevant, but about enhancing efficiency and assuming strategic roles within the organization.

Regular training in digital skills promotes adaptability and resilience, making you an indispensable asset in any evolving workplace environment. Our course, Digital Efficiency for Administrative Excellence, is designed to enable executive and administrative assistants to advance their tech skills, enhance their time management practices, and become digital explorers.

# WHAT SETS THIS COURSE APART?

## Training for Executive + Administrative Assistants

### Learning with Mike Song

A digital transformation thought leader and the 6th most-followed time management blogger in the world. Co-author of four bestselling Hamster Revolution books and featured on CNN, FOX, ABC, and NPR.

### Tailor-Made Courses

Curriculum curated for the modern administrative professional, combining fun, practicality, and relevance.

### Instant TQ\* Assessment:

Understand your Technological Quotient with Mike Song's Tech Quotient Assessment Tool.

### Consistent Guidance

Benefit from the same expert trainer throughout the course for a consistent teaching style and personalized learning.

### Beyond Tips

Transform into a confident 'Digital Explorer' with examples that resonate and improve digital expertise.

### Surprises that Impress

Experience 'WOW' moments in a journey to expand your digital expertise.

# MEET MIKE SONG

## > CEO AND FOUNDER, GET CONTROL!

Bestselling author, digital transformation thought leader, and an expert in time management. Known for his captivating presence and deep knowledge in using technology. Joan Burge chose Mike for his innovative approach and passion for assisting others in mastering essential tech skills.



# COURSE OVERVIEW

## Session Overviews + What You Will Learn

### **Get Control! of Email and Outlook**

Manage e-communication and Outlook calendars efficiently.

### **Get Control! of Excel**

Enhance skills in Excel with advanced features and formulas.

### **Get Control! of Microsoft Teams**

Operate Microsoft Teams proficiently with tech skills.

### **Get Control! of AI**

Master cutting-edge AI technologies, like ChatGPT, Gemini, and Microsoft Co-Pilot.

### **Get Organized! Bring Order to Your Digital Office**

Organize digital files, tasks, links, documents, emails, and more.

### **Get Control! of Your Smartphone and Outlook App**

Manage email, tasks, and meetings effectively on your smartphone.

### **Add-On Course: Get Control! of Microsoft OneNote App**

Organize and manage notes using Microsoft OneNote.

# WHY INVEST IN YOUR ASSISTANT?

## Empowering Your Team for Organizational Success

Investing in the 'Digital Efficiency for Administrative Excellence' course for your administrative assistant is not just an investment in their personal development; it's a strategic decision that benefits your leadership, the assistant, and the entire organization.

### For the Assistant

#### **Skill Enhancement**

Equip your assistant with advanced digital skills, making them more efficient and effective in their role.

#### **Confidence and Morale Boost**

Training opportunities demonstrate your trust and commitment to their growth, leading to increased job satisfaction and loyalty.

#### **Adaptability**

As they learn to navigate new technologies, assistants become more adaptable, ready to handle future challenges and changes in the workplace.

### For the Leader

#### **Increased Productivity**

A well-trained assistant means streamlined workflows, better time management, and more efficient handling of tasks.

#### **Strategic Support**

Assistants with advanced digital skills can take on more complex tasks, allowing leaders to focus on strategic decision-making.

#### **Enhanced Communication**

Improved digital communication skills lead to clearer, more effective exchanges between you and your assistant.



## Why Invest In Your Assistant? (continued)



### For the Organization

#### **Cultural Transformation**

Investing in employee development fosters a culture of continuous learning and innovation.

#### **Operational Efficiency**

Skilled assistants contribute to smoother operations, better project management, and reduced errors.

#### **Future-Readiness**

As the business landscape evolves, having a team proficient in the latest digital tools ensures your organization stays competitive and agile.

### In Conclusion

Investing in your assistant's development through the 'Digital Efficiency for Administrative Excellence' course is a forward-thinking move. It's about building a resilient, skilled team that drives your organization's success in an increasingly digital world.

# REGISTRATION + PROCESS

## Ready to enhance your digital skills?

Enroll in Digital Efficiency for Administrative Excellence today and stay ahead in the fast-paced world of administration.

### Efficient Pass

#### Price

**\$395**

#### Includes

- Access to 6 Sessions
- TQ\* Assessment
- Handouts
- Files for Hands-on Learning
- Real-world Situations
- Moments with Mike
- 14-Day Access to
- Recordings
- Certificate of Completion

### Efficient+ Pass

#### Price

**\$494**

#### Includes

- All features of Efficient Pass  
**PLUS**
- Get Control! of Microsoft OneNote App

Each pass is for one individual.

A 10% discount is available for groups of 5 or more.

**Call 1-800-STAR-139 to book your group.**

*\*TQ is Mike's proprietary information. Attendees will complete an assessment before their first class with Mike.*