

BECOME THE STRATEGIC PARTNER YOUR EXECUTIVE NEEDS

48 videos. 16 modules. One clear path from task-doer to trusted partner — taught by administrative training pioneer Joan Burge.

48
VIDEO LESSONS

10
HOURS OF CONTENT

16
CORE MODULES

6
MONTHS OF ACCESS

THE PROBLEM

MOST ASSISTANTS ARE WINGING IT

The admin role is one of the most crucial in any organization — yet most assistants never get real training on how to fill it.

- Struggling to communicate clearly with your executive
- Out of alignment on key tasks and goals
- Not fully understanding what your executive's role demands
- Feeling stuck in your career with no clear next step

WHAT YOU'LL WALK AWAY WITH

SIX SHIFTS THIS SERIES MAKES POSSIBLE

- Confidence and competence
- A true partnership, not just task completion
- High-level executive-support skills
- Stronger communication
- Resolved longstanding friction
- Real career momentum

16 MODULES • 48 VIDEOS

FULL CURRICULUM

1. Creating a Strategic Partnership
2. Clarifying and Meeting Expectations
3. Understanding an Executive's World
4. Interpersonal Skills for Success
5. Learning in Tandem with Your Executive
6. Teach Your Executive How to Partner
7. Communications
8. Working Together in a Virtual World
9. Managing Your Executive's Travel
10. Mastering Calendar Management
11. Maintain a Competitive Edge
12. Know Your Executive
13. Protecting Your Executive's Image
14. Taking Care of You
15. Resolving Partnership Problems
16. Supporting Multiple Managers

EARN A DESIGNATION

CESP

CERTIFIED EXECUTIVE STRATEGIC PARTNER

Other admin credentials, like the CAP or PACE, cover the whole profession — broadly, and on purpose. CESP does something different: it goes deep on one relationship, the one between you and your executive.

It's not a smaller certification. It's a specific one — built entirely around becoming a stronger strategic partner.

RESULTS FOR YOUR EXECUTIVE

WHAT'S IN IT FOR THEM

- Prevent or reduce their decision fatigue
- Forecast barriers before they become problems
- Filter what reaches them, instead of relaying everything
- Anticipate needs instead of just reacting to them
- Take over the nitty-gritty work so they don't have to
- Diminish the last-minute chaos that eats their day
- Catch fewer dropped balls on travel, scheduling, and follow-up
- Free up more of their time for the work only they can do

ALSO INCLUDED

BONUS MATERIALS

- Downloadable checklists & tip sheets
- Communication Style Assessment
- Administrative Competency Assessment
- Leader vs. Manager Continuum
- Executive & Assistant Partnership Guide

\$795
\$3,500 VALUE

THE ROI FOR YOUR PARTNERSHIP WILL BE TENFOLD

Register today — 800-STAR-139