

SMART STRATEGIES FOR SUCCESSFUL SUPPORT

How to Support Your Executive, the Organization, and Yourself

Part of **BDP Backbone**, a series of courses designed to transform the foundation of your business

Administrative and operations professionals have challenging (seemingly impossible!) job descriptions, and are expected to be premier multi-taskers who wear many hats. In intense positions, it's hard to make time to build the foundations needed to be most effective for your executive, your team, your organization, and yourself! This course series consists of online group webinars (4) and 1:1 in-person training sessions (5). Smart Strategies for Successful Support is designed to give you the tools and information needed to build better organizational infrastructure and perform more effectively.

WHO:

Tailored for Executive Assistants, Office Managers, and Operations Professionals

WHEN:

Tuesday, April 25	1:00-2:30pm	Webinar #1
Tuesday, June 20	1:00-2:00pm	Webinar #2
Tuesday, August 15	1:00-2:00pm	Webinar #3
Tuesday, October 17	1:00-2:00pm	Webinar #4

May, July, September, November, and December sessions are 60 minutes, in-person, and will be scheduled at a mutually convenient day/time during that month.

SESSIONS WILL ADDRESS:

- Premium Structural and Organizational Foundations
- Calendaring & Time Management Solutions
- Project Management & Tracking
- Process Reviews, Revisions, & Implementation
- Email Management
- Document Management

INVESTMENT:

\$297/month for 9 months

WHY:

Strong foundations translate to sustainable companies. Sound infrastructure is imperative, especially for companies on a rapid growth trajectory.

PARTICIPANTS WILL WALK AWAY KNOWING HOW TO:

- Become a master project manager
- Organize themselves and their executives
- Enhance verbal and written communication skills
- Elevate self confidence
- Gain respect from those that matter
- Stay motivated
- Monitor and summarize meetings effectively
- Handle the pressure of multiple competing priorities
- Improve focus and prioritization methods
- Stay flexible and adaptable

Participants will leave each session with a clear set of next steps, as well as actionable items to begin improving performance immediately. And, if your executive is already a client of Black Dress Partners, you'll see results quicker; the tandem teaching of support professionals and business owners makes for powerful foundational transformations.

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