



SERVICES FOR EXECUTIVES Admin Training

WHAT IT IS

Exposing attendees to an unmatched library of knowledge that supports producing results. When you send your assistant to ea University, or bring it onsite, you leverage over a decade of executive assisting experience, 1000s of hours of exposure to admins, and over 150 job placements of ambitious and unique professionals.

HOW IT WORKS

A curated agenda is designed with the attendees in mind, therefore, producing specialized results.

The process includes:

- Intake form, pre-event
- Curated seating
- Intimate access to host and attendees
- Two debrief sessions to curate a post event plan

WHAT WE PROVIDE WITH TRAINING

Curriculum Overview	Other Workshops	Exceptional Admins
SOARe Analysis module: connect with your greatness and potential		✓
Scenario problem solving breakout session: grow advising potential		✓
Access to across-the-industry best practices		✓
Intimate group (20ppl)		✓
Decipher the mission group session: anticipate needs		✓
Time-saving tips and practices		✓
Post event access		✓

GET STARTED

Connect with us at admin@exceptionaladmins.com

TESTIMONIALS

"I sent my already aspiring assistant to the workshop knowing she could gain at least one valuable nugget, if not two. Post the workshop, her energy was unmatched. Her thoughtful ideas helped us streamline our communication."

- MIKE, CEO

"Such a wealth of knowledge was provided by peers and speakers. So much material and techniques to pursue and focus on."

- ELLEWYN, Attendee

"I have tremendous appreciation for the opportunity to be surrounded by a group of phenomenal women who are ambitious about their careers. Thank you for creating an environment for us to connect with one another. I left feeling elevated and ambitious about excelling in my career."

- TAYLOR, Attendee