



The 53rd Annual Administrative Professionals Course

Message for Management



Much is expected of your assistant today. Good organization, management and people skills are no longer an option -- they are an imperative. At this comprehensive program, your assistant will participate in a significant learning experience with others who share the same responsibilities and face the same challenges.

With training budgets stretched tightly today, it is important that your assistant receive the best training and the best value. This program is a content rich, intensive three-day workshop intended to explore and develop the organizational and interpersonal abilities of each participant.

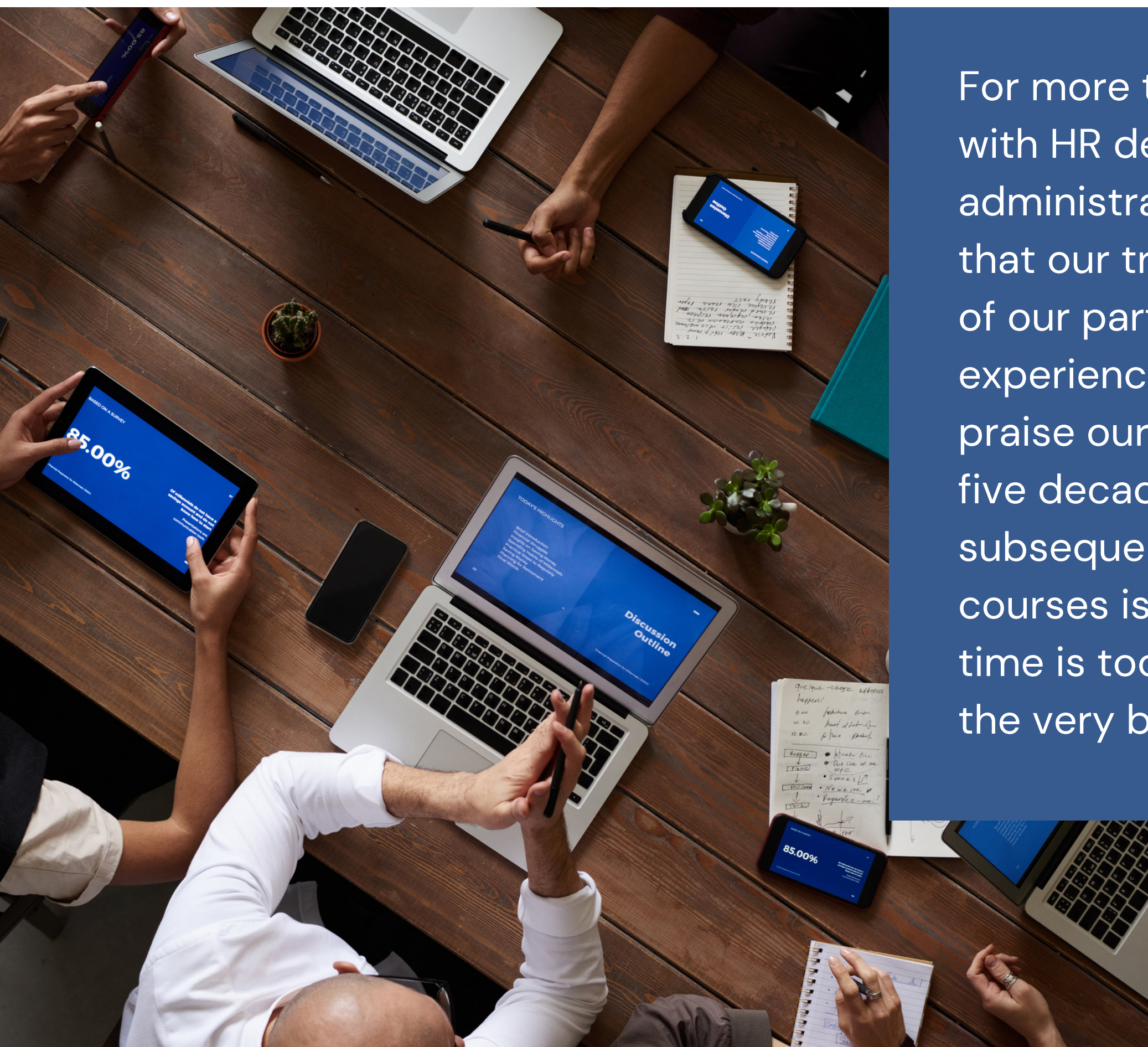
The Annual Administrative Professionals Course by P.A. Douglas and Associates is North America's highest rated, longest running and most comprehensive annual training event for Administrative Assistants and Executive Assistants



This course will benefit your assistant, your organization and yourself, by:



- Enhancing productivity
- Providing your assistant with new organizational skills
- Increasing overall performance and effectiveness
- Anticipating your needs thereby developing a greater partnership
- Promoting greater teamwork by handling interpersonal conflicts with agility and diplomacy
- Motivating others to set goals that achieve greater results
- Protecting your – the manager's time
- Increasing job satisfaction and thereby employee retention



For more than fifty years, we have worked closely with HR departments, executives, managers and administrative professionals themselves to ensure that our training programs meet the rigorous needs of our participants. It is from this extensive experience that we have crafted our programs. The praise our programs have received over the past five decades reflects the persistent research and subsequent revision which ensures that our courses is at the cutting edge. Your assistant's time is too valuable to waste. We guarantee you the very best training available today.

North Americas' Longest running program

The Annual Administrative Professionals Course by P.A. Douglas and Associates has run continuously since the 1970's. More than 100,000 administrative professionals from virtually every major public and private organization in North America have attended in that time.

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A Truly Limited Enrollment, Content Rich Course

This is **NOT** a conference in which your assistant will be crammed into a ballroom with hundreds of others, to listen to a keynote speaker and be lectured to.

The Annual Administrative Professionals Course is a content rich educational workshop in which real and meaningful skills are taught.



A Certified Training Course

We use the university standard; our courses are taught by qualified faculty not scripted presenters. All of our faculty members hold, as a minimum, a Masters Degree from a fully accredited university and one or more professional qualifications, (Ph.D., CMC, JD, PMP, etc.) Our faculty also have at least 12 years experience in their field of expertise. Being certified, in addition to your assistant will receive 2.2 continuing educational units (CEU's).



An All-Inclusive Package Accommodation and Meals Included

At P.A. Douglas we provide an all inclusive, first-class learning experience. The course fee includes tuition, accommodation (room & taxes) breakfast each day, luncheon on day two, refreshments, comprehensive courseware package, as well as an individual password for online materials to assist your assistant after the course is over. In assessing our fee, it should be recognized that at other courses, these costs must be incurred separately and are often more than the rates we have negotiated.



Highest Training Return-On- Investment

We know your assistant's time is valuable, therefore rather than endless group discussions and navel-gazing, your assistant will leave this carefully tailored, content rich program with NEW practical skills that will immediately enhance her or his management, organizational, decision-making and interpersonal skills. The focus is on increasing your assistant's value to you and your organization.



Training for Today Success for Tomorrow

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