WCA
WORLD CLASS ASSISTANT™

VIRTUAL
2022

CERTIFICATION AND DESIGNATION COURSE FOR EXECUTIVE AND ADMINISTRATIVE ASSISTANTS

OFFICE DYNAMICS INTERNATIONAL

COURSE FACILITATOR:
JOANNE LINDEN, MASTER TRAINER

ELITE VIRTUAL DELIVERY METHOD PROVEN TECHNIQUES ADAPTED FOR A NEW WORLD

Transformed for a Transformed World

Our World Class Assistant™ course has been transformed into a virtual learning experience and enhanced to meet the demands of today's ever-changing world. We recognize that learning and growth are imperative for assistants to best support their executive, team, and organization.

At Office Dynamics International, we pride ourselves in being the visionaries of the profession, and always ensuring that the information and education we deliver is timely and relevant. Our curriculum-based designation program leverages the impact of assistants through:

- Situational Awareness
- Performance Evaluation and Goal Planning
- Process and Strategy Implementation
- Partnership Cultivation

And more.

In addition to learning the skills above, assistants will receive comprehensive insights, effective resources, and developmental sessions designed to position them for optimal performance and upward mobility.

COURSE TOPICS

- Building a Strategic Partnership
- Leverage Communication for Success
  - Communication Style
  - Bridging the Age Gap
  - Tactfully Voicing Your Opinion
  - Communicating to Persuade
- Be Tomorrow Focused
- Create Your Signature Brand
- Exude Executive Presence
- Demonstrating Your Value through a Career Portfolio
- Grow the Resilience Skillset
- Understand and Apply Emotional Intelligence
- Adminology: Art + Science = Success

BONUS SKILLS DEVELOPED

Because of the creative design of this course, you will develop other skills, including:

- Creativity
- Collaboration
- Critical Thinking
- Decision Making

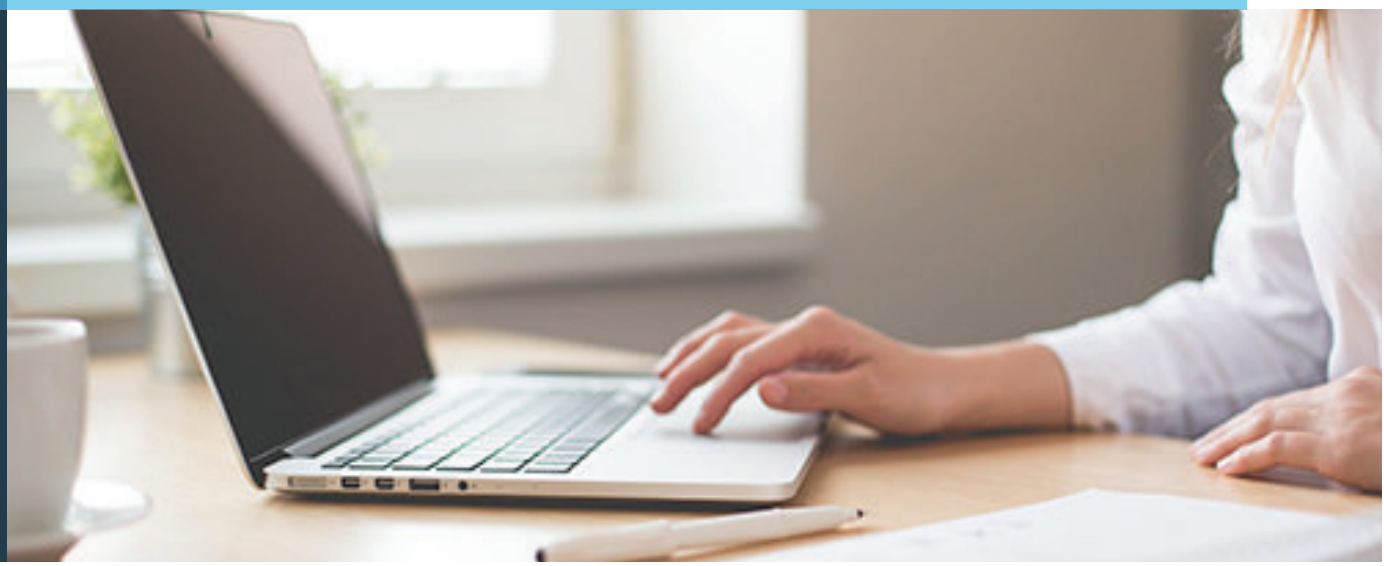
NAVIGATE TODAY'S CHALLENGES

"Our instructor, Joanne Linden did an excellent job with the program. It definitely helped boost my skills and my overall self-confidence. Joanne was well-prepared and knew her materials very well. I really love how we would give her a real scenario related to work and she would provide an input on how to best handle it. A lot of the materials she covered will help me with my day-to-day work activities. I am very happy with program and highly recommend it! Thank you Joanne!"

- Estela Cota – Executive Assistant to Sr. VP.

CURRICULUM INCLUSIONS

- ***Pre-reads and pre-class assignments***
- ***Professional Participant Workbook, 87 pages***
- ***12 hours of live virtual learning with Joanne Linden, Master Trainer of World Class Assistant™***
- ***Ability to achieve a curriculum-based designation, CWCA once course is completed.***
- ***Two thirty minute follow-up sessions with WCA graduates***
- ***Access to Office Dynamics LinkedIn group exclusively for WCA***
- ***graduates A Professional Development Plan***
- ***1.2 CEUs***



SESSIONS FORMAT

The virtual live classroom will consist of blended learning
(a combination of live virtual, experiential, and individual study).
Assistants can expect the following from our sessions:

- Robust curriculum
- Breakout discussions
- Polls
- Visual mediums
- Learning props, games, and aids are used to drive home a message

2022 COURSE DATES

The course requires 12 hours of live interactive **virtual classroom experience with** Joanne Linden, cps, ceap, cwca / President and Master Trainer of AdminUniverse™ / AdminUniverse is the only authorized user eligible for public training of World Class Assistant™ and Star Achievement Series® created and developed by Joan Burge & Office Dynamics. Joanne has taught and inspired more than 1,000 Assistants in the Star philosophy and is a recognized community leader, educationist and author.

There will be 4 - 3-hour virtual sessions via Zoom Meetings from 9:00 AM to 12:00 PM PT on the following dates:

Session 1	Tuesday, September 13, 2022	9:00 AM-12:00 PM PT
Session 2	Friday, September 16, 2022	9:00 AM-12:00 PM PT
Session 3	Wednesday, September 21, 2022	9:00 AM-12:00 PM PT
Session 4	Monday, September 26, 2022	9:00 AM-12:00 PM PT

Registration Ends: Friday, September 2, 2022

Includes all class material, personalized sessions, and upon completion CWCA Certification and Designation.

$1,295 INVESTMENT

SPACE IS LIMITED TO 10 REGISTER ONLINE OR

CALL 1-866-402-2819

Registration Deadline: Sept 2, 2022

Important Note: We highly recommend registering as soon as possible so we can send your World Class Assistant workbook. There are pre-class assignments you will need to complete prior to the first class on **September 13th.**

> *"WCA gets to the very heart of what it means to be a successful, professional asset to one's executive."*
> – Elizabeth Blatchford, CWCA