



Executive Assistant Toolkit






This masterclass is designed to develop essential skills and techniques for admin professionals including EAs and PAs to improve personal leadership, assertive communication, influencing without authority and setting yourself up for success in life & career.

RECOMMENDED FOR
**ALL EMPLOYEES &
PROFESSIONAL STAFF**

- Full or half day workshop.
- Suitable for admin and professional employees.
- Public and internal workshops.

Chat to us about 2018

Talk to us about development opportunities for you or your team.

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Jen INLAND FISHERIES SERVICE

The energy Blythe brought to the forum was contagious! I felt the tools, trips and techniques discussed were relevant to my career, and could be adopted by my and applied to both my personally and professionally. So very accessible and a pleasure, thank you!

Program Objective → **Ask us about customisation**

This essential masterclass is designed to give you the foundation you've been looking for a platform on which you can take your career to the next level. You will become equipped with a powerful toolkit of skills that will ensure you reach your career potential whilst remaining balanced and in control.

IN THIS MASTERCLASS, YOU WILL LEARN:

- Self-leadership and self-awareness tools.
- Assertive communication.
- Dealing with difficult behaviours in a professional and confident manner.
- Effective delegation skills.
- Influencing strategies.
- Planning for success.



Contact us for more information

Feel free to chat to us about our programs, keynote speaking & any questions you have! Send us email to info@humanincite.com.au