

**VISION:** Contribute to a business environment which makes a positive difference to our future.

**MISSION:** Give back time to business leaders so they can focus on the growth of their company and enjoy their home life while strengthening the economy.

**CONTRIBUTION: PROBLEM – SOLUTION - BENEFIT**

- Offer constructive steps toward a better understanding on how to bring value to your work, role, and build your legacy.
- Experience in using proven methods to implement your role.

**EXECUTIVE ASSISTANT RECRUITING FACILITATOR**

Interview, onboard, train, and coach new executive assistants and executives to build their partnership.

**BUSINESS TRIAGE & PLANNING**

Facilitating the smooth function of daily operations, multiple department collaboration, internal communication strategies, timelines, follow-up actions, task prioritization, correspondence, calendar, travel, events/functions, meeting logistics, research, implement initiatives, collaborate cross-functionally, office communication, streamlining departmental policies and daily operations.

**Board Relations:** manage board of directors; onboarding new board members, board engagement.

**Business and Hospitality Relations:** national and foreign client/guest relations, maintenance of community, national, and international relations and initiatives, company projection to clients, vendors, public, business and hospitality protocol and etiquette, event coordination.

**Protocol & Etiquette:** business visiting protocol, executive communication: official/social, private formal dining/entertaining/table manners, managing meetings, the art of conversation and verbal competence, VIP greeting, meeting, seating, public diplomacy, media relations & protocol, titles, forms of address, gift giving/receiving, cross cultural protocol, communication, awareness, and behavior, the art of public relations, understanding the corporate clientele needs.

**COPYEDITING/PROOFREADING**

Books. Reports. Newsletters. Speeches. Promotional Materials. Lectures. Presentations. Articles. Menus. Websites. Press Releases. Resumés. Memoires. Journals. Letters. Flyers.

**GOALS**

**BUSINESS ADMINISTRATION & OPERATIONS:**

- Support a business environment which recognizes that it must adjust its mindset to accommodate new trends and generations into its business strategy.
- Create systems to meet current and future administrative and operational needs.
- Build on external and internal opportunities for expansion, clients, markets, new industry developments, and practices/standards, to ensure long-term sustainability and commitment to community.

**EXECUTIVE ASSISTANT TRAINING:**

- Manage the executive's role.
- Maximize the positive and long-term impact on the organization's executive office.
- Strengthen the executive assistant's professional development to ensure their future role.

## WHY YOU NEED A BUSINESS ADMINISTRATIVE PARTNER

*Your job is relentless, and mentally and physically demanding.*

### **Your time and presence**

61% of your work involves face-to-face interactions (this is how you exercise your influence).

24% of your time is spent on the phone, reading, responding to written correspondence.

15% of your time is spent on electronic communication.

36% of your time is in reaction mode, handling internal & external issues.

89% of your time is spent on crises; can be make or break moment and you need to be highly visible and personally involved.

11% of your time is spent on routine duties.

46% of your time is spent with one or more direct reports = 21% of your time spent only with direct reports.

21% of your time is spent on strategy planning.

70% of your time is spent with internal relationships.

30% of your time is spent with outsiders.

16% of your time with business partners.

5% of your time is spend with your board of directors.

9% of your time is spend on other external commitments.

Direct contact with rank-and-file groups you and help you understand employees' reality.

- Where is the time for your well-being? How do you stay grounded?
- Your time and presence determine your actions, priorities, and legitimacy.
- Your schedule is how you send your message throughout your business.
- Significant amounts of alone time need to be regularly scheduled.

Emails: interrupt your work, draw you into the weeds, extend your workday, intrude on your time with your family and thinking, not conducive to thought and discussion.

Your personal agenda: prioritizes your involvement over the coming period, areas for improvements, matters that need to be addressed.

Not everything can be delegated: you have to spend some time with each direct report to provide direction, create alignment, win support, and gather the information needed to make good decisions.