

# Be the Ultimate Assistant

## WEEKEND INTENSIVE WORKSHOP FOR PERSONAL AND EXECUTIVE ASSISTANTS



Join your elite colleagues for the transforming learning experience that is like rocket fuel for your career. This 17-hour highly interactive course is geared towards experienced EAs and PAs as well as Private Service Professionals who are looking to excel at the highest levels. The class is designed to develop and fine-tune the mindset, confidence, and tools needed to succeed with the most demanding employer. We focus on both the soft and hard skills necessary to be at the top of your game and to stay marketable in today's competitive workplace.

### Workshop Topics Include:

- ❖ Advanced Communication Skills
- ❖ Organization Techniques
- ❖ Problem-Solving Strategies
- ❖ Finding your Voice
- ❖ How to Handle Difficult People and Situations
- ❖ Security, Ethics & Confidentiality
- ❖ Technology & Social Networking
- ❖ Career Management with a local recruiter



Bonnie and Olympia Dukakis

EPAA Members receive £100 GBP off any 2016 BTUA. Visit [www.betheultimateassistant.com](http://www.betheultimateassistant.com) Promo Code EPAABTUA16

### 2016 TOUR SCHEDULE

|                |            |
|----------------|------------|
| Chicago        | Mar 5-6    |
| Salt Lake City | May 14-15  |
| New York City  | July 8-9   |
| Seattle        | Sept 23-24 |
| London         | Nov 10-11  |

**"Bonnie and Vickie have such integrity. BTUA is a great investment for an assistant at any level. It's an energizing five-star experience."**

~ Kim Cassford, Recruiter,  
Cassford Management

### THE INSTRUCTORS



**Bonnie Low-Kramen**

Instructor & Author

*"Be the Ultimate Assistant"*

Former 25-year assistant to Oscar-winning actress Olympia Dukakis, Bonnie is one of the most respected leaders and instructors in the world. She is committed to providing master training for assistants around the globe.



**Vickie Sokol Evans**

Technology Instructor & Author

*"100 Tips in Minutes"*

The 4-hour technology segment of the class is taught by expert Vickie Sokol Evans who is a former PA and Microsoft Certified Trainer. Vickie is an expert on both PC and Mac and best of all, she "gets" what assistants do and the best ways to get it done. She covers Word, Excel, PowerPoint, social networking and related privacy issues. | [www.redcapeco.com](http://www.redcapeco.com)

