



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

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Executive Assistant & Personal Assistant

✓ Step 1 – Select Subject

Subject – Executive Assistant & Personal Assistant

Location – Client site

Prerequisites:

- A requirement to learn theory and practice for an executive assistant or personal assistant.

What do you get:

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

✓ Step 3 – Contact CTC

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Based on your chosen Subject and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

✓ Step 2 – Select Topics

Topics

Level 1

- ☐ Role Defined
- ☐ Behaviour Styles
- ☐ Successful Systems
- ☐ Email Management
- ☐ Time Management
- ☐ Task Management
- ☐ Meeting Management

Level 2

- ☐ Communication
- ☐ Managing Up
- ☐ Difficult Behaviour
- ☐ Office Management
- ☐ Social Media Management
- ☐ Stress Management