

# Administrative Assistant: The Training Course (Essential Elements of Success)



The new Administrative Assistant is a team member! Gone are the days of performing only the basic duties of typing and filing; now the Assistant is a vital part of the every day business process. If you want to learn how to be exceptional and be a central part of your boss's work processes, this is the course for you. Learn the professional way to handle the basics - calls, calendars, documents, etc. and also learn how to present yourself as a true professional - demeanor, actions, skills, etc. Become the promotable key player you know you can be! This workbook/course is one in the series Essential Elements of Success, created by Corporate Elements, LLC

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