

Do you have what it
takes to be a


RockStar

**Administrative
Assistant?**



Thursday, Sept 14, 2017
Accenture is Visiting Minwaashin Lodge

Being an Administrative Assistant is an important role that requires a special set of skills. Whether you are monitoring a boss's schedules, arranging a business travel, taking minutes in a board meeting, or preparing important files all should be done with a high degree of accuracy, transparency and confidentiality.

In this workshop you will learn:

- how to increase your admin effectiveness through organised methods and systems such as online tools and apps to work smarter
- how to deal with information overload in the office
- how to demonstrate practical knowledge of information management, e-mail management and privacy protection issues.

Time	Topics
11:30am – 12:00pm	Set up
12:00 Noon – 1:00pm	Lunch and Mingle
1:00 pm - 2:30 pm	Accenture, professional staff will deliver Workshop Presentations at Minwaashin Lodge, 1155 Lola Street

Loblaws Gift Card Draws - Compliments of Accenture
Raffling off 4 x \$25 cards



To register: 613-741-5590 x 224 or
email icompton@minlodge.com


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Lunch, bus tickets
& childcare provided