

Peggy Vasquez

“NOT, Just An Admin!”

## Boot Camp

A *4 part* comprehensive training and development program  
to move you from “NOT, Just An Admin!”  
to a valued and respected *Business Partner*

Developed and Presented by:



## Peggy Vasquez

International Speaker

Best Selling Author

Career and Connection Coach

[peggy@peggyvasquez.net](mailto:peggy@peggyvasquez.net)

[www.peggyvasquez.net](http://www.peggyvasquez.net)

## Program Overview

“NOT, Just and Admin!” is a 4-part comprehensive training and development program for administrative professionals. Whether your title is Administrative Assistant, Executive Assistant, Business Support Professional, or if you are in the administrative support profession, this training is for you.

This training and development program is highly interactive, engaged, fun and safe for all attendees. It is divided into 4 levels of learning all designed to help you; the administrative assistant be successful. This program goes beyond the basic technical skills and focuses on you as an individual and professional. Each level builds on the next with accountability designed into the program.

Ideally, all administrative professionals from your organization will go through this training and development program as it would create an administrative community of mentors, accountability partners, culture and inspire each other to share knowledge, information and resources to create success for all. However, you can also attend as an individual and be the first to adopt these practices and serve as a role model to your coworkers and organization.

A *variety* of learning *methodologies* are included:

- Group, table and partner discussions (virtual break out rooms)
- Accountability partners
- Self reflection
- Worksheets
- Scenario based modules
- Exercises and Activities
- Homework
- Tip sheets
- Action planning
- Coaching
- Follow up survey
- Certification of completion
- And more!

Ideally, the *group size* will be 15-20 attendees for virtual sessions and 25-50 attendees for in person training. This size facilitates the opportunity to:

- address challenges in a safe environment,
- focus on real-life situations and challenges,
- create solutions and next steps to move forward,
- and sharing of best practices, suggestions, powerful insights and moments of discovery along the way.

*4 Part* Training Program to move you from “NOT, Just An Admin!”  
to a valued and respected *Business Partner*

*Session 1 Empowering You!*

(3 hours virtually / 6 hour in person)

1. Group introductions
2. Clarifying the value that you provide
3. Discovering your core values
4. Creating your own personal mission statement
5. Developing a vision for your future
6. Creating SMART goals
7. Moving past SMART goals by creating a powerful daily routine
8. Accountability partner
9. Self Reflection and Homework: Finalize personal mission statement and goals. Finish vision for your future and incorporate daily routine. Meet with accountability partner before next module to ask questions, brainstorm and check on progress.

*Session 2 Projecting Executive Presence and Leadership*

(3 hours virtually / 6 hours in person )

1. Homework check-in from session 1
2. Accountability partner – check in with each other
3. Unleash your Inner Leader
4. Creating the strength of positivity
5. Developing executive presence and a positive image
6. Diagnosing body language
7. How to build a healthy dose of confidence
8. Self Reflection and Homework practice positivity, confident body language and presence. Meet with accountability partner before next module to ask questions, brainstorm and check on progress.

## Session 3 Positive Mindset, Finding and Being a Mentor

(3 hours virtually / 6 hours in person )

1. Homework check-in from session 2
2. Accountability partner – check in with each other
3. Learning what you can and can't control
4. Getting your mindset on right and creating a mindset for success
5. Building a healthy network
6. Finding and being a mentor
7. Giving and receiving feedback
8. Self Reflection and Homework practice focusing on what you can control, strengthening mindset, finding a mentor. Meet with accountability partner before next module to ask questions, brainstorm and check on progress.

## Session 4 Powerful Partnerships and Authentic Connections

(3 hours virtually / 6 hours in person)

1. Homework check-in from session 3
2. Accountability partner – check in with each other
3. Creating powerful and collaborative partnerships and relationships
4. Discovering how to work with anyone, communication techniques and strategies
5. Difficult situations – scenario discussion
6. Importance of Agility and Flexibility
7. Managing Up - The art of strategic questioning and coaching techniques
8. The importance of trust, respect and confidentiality
9. Feedback model and practice
10. Imagine the possibilities for your life and career - Action planning/next steps
11. Self Reflection and Homework: Develop takeaway actions; meet with accountability partner from class in 30 days to check on progress

This program is designed with you in mind, by me, someone who has been in the administrative role for over 20 years. Chances are high that I've faced some of the same challenges you may be facing and have had some of the questions you may be asking. I get your world and want to help you by sharing my experience, knowledge, lessons learned from failed attempts and wins too! You'll find this training program to be highly interactive, engaging and fun, plus my approach creates an environment of trust and learning. The added benefit is increased collaboration and productivity. Over and over again, assistants tell me that this program has been life changing and they now understand that they are NOT, Just An Admin! My mission statement is to empower others and that is exactly what I would be honored to do for you!

Whether you choose to participate in this program virtually or in person know this, Peggy has the unique ability to create a connected environment where attendees feel safe to be transparent and vulnerable to open up and have the real conversations that make a difference in their personal and professional life.

*Investment:* Individual pricing for entire program: \$1000 / Corporate Pricing Available

- Includes a copy of Peggy's Book: "NOT, Just An Admin" (\$24.95 value)
- 12+ hours of personal instruction by Peggy Vasquez
- Personalized coaching and feedback
- Group networking, connection and discussion
- Accountability partners ongoing throughout boot camp and afterwards
- Certificate of completion
- An opportunity to move past thinking you are JUST an Admin and into knowing your value.

## *Comments from attendees:*

It was fun and the information you provided was just what I needed. I am finding that working from home results in very little feedback on my work and my self doubt was creeping in. I definitely needed those reminders and today has started off in a much more positive direction. Thank you for that. You have truly made a difference in my life. ~ Ayn Loeppky

I has forced me to step outside my box. I'm a shy, behind the scenes, kind of person and this is helping me learn to be more open and engage in meetings/conversations.

Thank you, Peggy, for providing such a positive webinar on how to nurture our confidence and be the best version of ourselves! Your helpful and insightful tips are such an incredible reminder as we strive to overcome what's holding us back. "The world needs each one of us; we are here for a purpose!" ~ Joy Wilkie

This workshop has helped me see the Administrative Assistant profession in a new way. We aren't JUST Admins, were truly are Leaders.

**Peggy** began her career as a receptionist and continued to work her way up to a Chief Executive Assistant. Working side by side executives provided her the opportunity to gain a tremendous amount of knowledge, experience and honed her strength and skill set.



Leveraging decades of working in the C-Suite, she's built deep relationships with administrative professionals, executives, human resources, talent managers, training, and conference planners. Her passion and personal mission are to empower others to succeed by sharing her knowledge and experience from her successful career. Peggy will share tips, techniques, and stories that will make you laugh, think and be inspired.

Peggy's first book, "NOT, Just An Admin!" has been used as an orientation guide to help assistants provide value and feel valued and respected.

Attendees have said their favorite chapters are: Powerful Partnerships, Mentoring, Attitude of Gratitude, and Executive Presence. Peggy helps administrative professionals and managers by talking about how to create powerful partnerships with each other. She shares a variety of content to help increase their communication to empower them to spend less time managing the relationship and more time managing the business. Including personality and communication styles, the art of strategic questioning, alignment, priorities, pet peeves, and so much more. Homework and a framework are provided to help attendees have more meaningful conversations, understand one another, and what is needed for each as individuals and as partners to be successful. This course can be done for the assistant alone, however, the best results are when the assistant and manager come together to create a powerful partnership.

Peggy has been telling women all over the world about the amazing power of the inner circle, one that uplifts, nurtures, supports, and encourages others. Her book 'Mean Girl No More', builds on this message and should be compulsory reading for women everywhere who are determined to become the best they can be.

We all know a 'mean girl'. At school, at home, at the gym, at the club or work. Or maybe the voice in our head is the 'mean girl', someone who's always bringing us down with criticism, sarcasm, insults, gossip, sabotage and hatred, anything to stop us from becoming the woman we're meant to be.

This book was crying out to be written. 'Mean Girl No More' is uplifting, honest, affirming, and, just like Peggy herself, no-nonsense. It's packed with advice, honest stories, and shared experiences from women just like you. Peggy explains why 'mean girls' behave like they do, and her wisdom will inspire anyone to have the courage to deal with a 'mean girl' in any situation.

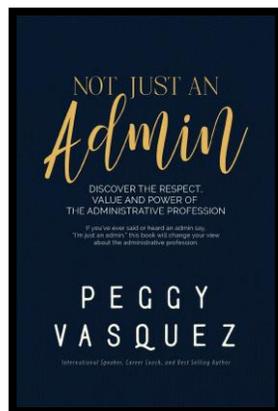
She provides corporate training for administrative professionals to increase their communication, partnerships, and professionalism so they can make more money, get more work done and be happier at work on a daily basis.

Peggy's expertise and keynote/training/coaching topics are:

MINDSET and ENERGY MANAGEMENT	TACTICS and TECHNIQUES
<ul style="list-style-type: none"><li>• Partnerships, Inner Circle and Authentic Business Connections</li><li>• Embracing Change with Gratitude and a Positive, Growth-Minded Attitude</li><li>• Adapting a Career-Mindset and Creating your own opportunities</li></ul>	<ul style="list-style-type: none"><li>• Tools and Techniques for Working with Difficult People</li><li>• Articulate Your Specific Value</li><li>• Mentoring and Leadership</li><li>• Developing Confidence and Demonstrating an Executive Presence</li></ul>

She has created curriculum and provided training programs to administrative assistants at some of the world's most recognized companies including Amazon, Bath Fitter, Boeing, Facebook, Google, Microsoft, Vanderbilt, and many more.

Peggy is known internationally for her inspiration, valuable content and authenticity. She's an inspirational speaker, corporate trainer, and empowerment coach. Peggy is the author of two best selling books: "NOT, Just An Admin!" and "Mean Girl No More – how to shift from sabotage to support" these books can be found on Amazon or on her website: [www.peggyvasquez.net](http://www.peggyvasquez.net)



She is actively involved in her community including:

- Past President of Women Helping Women
- Founder and Past President of the Administrative Professionals of Tri-Cities.

Here's a few of Peggy's credentials:

- Chief Executive Assistant at Pacific Northwest National Laboratory from 2005-2020.
- Certified Situational Leadership Trainer
- Certified World Class Assistant Trainer
- Athena Leadership Award Recipient 2020

Her most successful accomplishment is being married to her husband, Rene' for over 30 years and raising four children and spoiling seven grandchildren together.