

Peggy Vasquez

NOT JUST AN
Admin

A *4-part* comprehensive training and development program
to move you from “Just An Admin!”
to a valued and respected *Business Partner*

Developed and Presented by:



Peggy Vasquez

Inspirational Speaker

Best Selling Author

Empowerment Coach

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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, or Business Support Professional, 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 be successful. This program goes beyond the basic technical skills and focuses on you as a professional and as individual. 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. Graduates will create an administrative community of mentors and accountability partners. You’ll have a culture where knowledge, information and resources are readily shared to create success for all. Individuals can attend 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
- individual work and reflection
- exercises and Activities
- scenario based modules
- accountability partners
- worksheets
- tip sheets
- action planning
- homework
- coaching
- surveys
- 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
- sharing of best practices, suggestions, powerful insights
- and moments of discovery along the way

4-part Training Program to move you from “Just An Admin!”
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Session 1 Empowering You!

(4 hours virtually, including breaks / 6 hours in person, including breaks/lunch)

1. Discovering your respect and value
2. Create your own personal mission statement
3. Developing a vision for your future
4. Moving past SMART goals by creating a powerful daily routine
5. Accountability partner
6. Self Reflection and Homework: Finish developing a vision for your future, incorporate a powerful morning routine and confirm accountability partner. Meet with accountability partner before Session 2 to review progress, share insights and ask questions.

Session 2 Projecting Executive Presence and Leadership

(4 hours virtually, including breaks / 6 hours in person, including breaks/lunch)

1. Homework check-in from Session 1
2. Unleash your Inner Leader
3. Creating the strength of positivity
4. Developing executive presence and a positive image
5. Diagnosing body language
6. Self Reflection and Homework practice positivity, confident body language and presence. Meet with accountability partner before Session 3 to review progress, share insights and ask questions.

Session 3 Positive Mindset, Finding and Being a Mentor

(4 hours virtually, including breaks / 6 hours in person, including breaks/lunch)

1. Homework check-in from Session 2
2. Learning what you can and can't control
3. Getting your mindset on right and creating a mindset for success
4. Finding and being a mentor
5. Self Reflection and Homework practice focusing on what you can control, strengthening mindset, and finding a mentor.
6. Meet with accountability partner before Session 4 to review progress, share insights and ask questions.

Session 4 Powerful Partnerships and Authentic Connections

(4 hours virtually, including breaks / 6 hours in person, including breaks/lunch)

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

This program is designed with you in mind, by me, someone who was in the administrative role for over 25 years and knows the challenges of working in the C-Suite, side by side executives. Chances are high that I've faced some of the same difficulties you may be facing and have had some of the questions you may be asking. I understand your world and want to help you by sharing my experience, knowledge, lessons learned from failed attempts and successes! You'll find this training program to be highly interactive, engaging and fun, plus my approach creates an environment of trust and openness. The added benefit is increased collaboration and productivity.

Over and over again, assistants tell me:

"This program has been life changing. I no longer feel that I am "just an admin," I now know my value and understand what it takes to become a business partner."

"Peggy has the unique ability to create an environment where attendees feel safe to be transparent and vulnerable and open up to the rest of the attendees. During the 4-week program there were many conversations that made a difference in my personal and professional life."

Investment: Individual pricing: \$497 / Corporate pricing available.

- Includes a copy of Peggy's Book: "NOT, Just An Admin"
- 16 hours of personal instruction by Peggy Vasquez
- Real-time personalized coaching and feedback
- Group networking, connection and discussion
- Accountability partners ongoing throughout boot camp and afterwards
- Certificate of attendance
- Receive 16 points for certification
- An opportunity to move past thinking you are JUST an admin and into knowing your value.

Comments from attendees:

"This is a must attend seminar for all Administrative/Executive Assistants. Peggy provides tools and tips on how to elevate yourself, not just in your professional life, but your personal life as well. This seminar was informative, interactive, and thought provoking! Peggy provides a safe, fun, and energetic space to learn and grow. I will say it again, it is a must attend!" ~ Rachel Fields

"In enjoyed the format. Peggy was great at ALWAYS being upbeat. ~Megan Knell

"Peggy was very engaging. When the group wasn't involved, the content she presented was interesting, informative and helpful. ~Wendy Forth



I began my career as a receptionist and worked my way up to a Chief Executive Assistant. I retired from my position in January of 2020 to pursue my dream career. I am now a fulltime inspirational speaker, empowerment coach and bestselling author.

- NOT Just An Admin!
- Mean Girl No More

My passion is to empower others to succeed. I do this by providing keynotes and workshops to audiences globally. My experience informs my teaching, as I draw on real-world examples, including not only successes, but lessons learned by hard won battles and failed attempts. My goal is to help you navigate your career and that you'll walk away from her workshop with improved skills that lead to increased collaboration and productivity, and pride in better understanding the value you bring to your organization.

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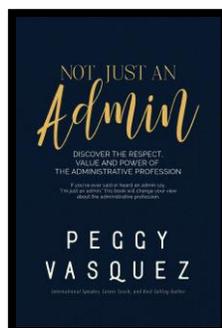
I've been actively involved in my community for as long as I can remember, including:

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

I'm a certified trainer and award recipient:

- Certified Situational Leadership Trainer
- Certified World Class Assistant Trainer
- Athena Leadership Award Recipient 2020

My most successful accomplishment is being married to my husband, Renè, for over 30 years and raising our four children and spoiling our grandchildren together.



Available on Amazon and www.peggyvasquez.net

