



Office Dynamics
5575 South Durango Drive, Suite 106
Las Vegas, Nevada 89113
800-STAR-139 or 702-360-4904

Even if your assistant is performing at a high level, they need to keep moving forward. All successful business people know that the journey never ends. Your investment in your assistant's success ensures they remain among your organization's most vital assets.

Office Dynamics International provides top tier training that contributes to an individual's skill set, increases productivity, work ethic, and ensures long term success.

Sending your assistant to the Conference for Administrative Excellence will benefit you and your company by:

- Allowing your assistant to become more than just an assistant; it allows them to become your strategic business partner
- Making connections with the best in the business from different industries
- Gaining a competitive advantage in your industry through the latest practices and training
- Creating a quality assistant that can handle several roles across several different departments
- Not falling behind to your competitors; your assistants will learn to be more efficient and up to date with workplace strategies improving the overall office dynamic

Many Administrative Assistants and Executive Assistants attend our training and leave with a level of confidence and knowledge that allows them to bring back a wealth of knowledge, tips, tricks, and strategies from the top assistants around the world that are dedicated towards the advancement of the assistants' role.

"Of course, this administrative conference made it easier than others I have attended to leave a very lasting impression. The speakers were amazing, inspiring and encouraging; Joan Burge, Courtney Clark, Lisa Olsen, Judi Holler and Peggy Vasquez just to name a few! The location was near Red Rock Canyon; what an amazing relaxing setting and view from my room! The meals, the networking, the success store, evening group gatherings, the list goes on and on..." **Dana B.** (2017 attendee, 20+ years administrative assistant and coordinator)

A handwritten signature in black ink that reads "Joan Burge". The signature is fluid and cursive, with a long horizontal line extending from the end.