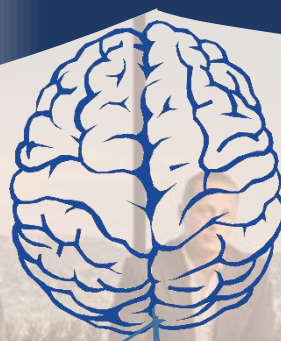


2019



# BRAINS BEHIND THE BRAINS MASTER CLASS

## Course Synopsis

**A quote from Sir Richard Branson "Behind every successful CEO is a hardworking and an exceptional Executive Assistant".** They are the best-kept secret of effective business leaders. In reality, a successful Executive Assistant plays an integral role in the organisation and they are the "Brains behind the Brains" and the secret weapon of any successful leaders. Exceptional Executive Assistants are high-performing, consummate professionals who understand the business and the executive so thoroughly they can operate as a seamless extension of the executive and that is what makes them the secret weapon.

The role modern Office Professionals and Executive Assistants is always evolving, keeping pace with the wider executive environment. The role of an Executive Assistant is ever evolving and to ensure you continue to develop your career, it is crucial to demonstrate that you can adapt in a dynamic role while continuing to deliver to a very high standard. With the potential for a more dynamic role, meeting and exceeding expectations is key, to deliver exceptional results and subsequently build a strong relationship with the people you are supporting.

Every session topic has been chosen to enable you to future-proof your skills and competencies. Our incredible speakers will inspire you, share incredible expertise and knowledge and will give you real and practical guidance that will help you add value within your organisation as the World Class Executive Assistant.

## Save the Date & Venue

**Capetown: 09<sup>th</sup> – 13<sup>th</sup> September 2019, V&A Hotel  
Vanderbijlpark: 16<sup>th</sup> – 20<sup>th</sup> September 2019, Emerald Resort & Casino Hotel  
Capetown: 01<sup>st</sup> – 04<sup>th</sup> October 2019, V&A Hotel  
Durban: 14<sup>th</sup> – 18<sup>th</sup> October 2019, Blue Waters Hotel  
Pretoria: 07<sup>th</sup> – 11<sup>th</sup> October 2019, Manhattan Hotel  
Pretoria: 21<sup>st</sup> – 25<sup>th</sup> October 2019, Manhattan Hotel  
Capetown: 04<sup>th</sup> – 08<sup>th</sup> November 2019, V&A Hotel  
Pretoria: 11<sup>th</sup> – 15<sup>th</sup> November 2019, Manhattan Hotel  
Durban: 18<sup>th</sup> – 22<sup>nd</sup> November 2019, Blue Waters Hotel  
Capetown: 25<sup>th</sup> – 29<sup>th</sup> November 2019, V&A Hotel  
Pretoria: 02<sup>nd</sup> – 06<sup>th</sup> December 2019, Manhattan Hotel  
Pretoria: 09<sup>th</sup> – 13<sup>th</sup> December 2019, Manhattan Hotel  
Durban: 09<sup>th</sup> – 13<sup>th</sup> December 2019, Blue Waters Hotel**

## Who should attend?

- ❖ Senior Personal/Special Assistant
- ❖ Administrative Managers
- ❖ Senior Principal/Principal Secretaries
- ❖ Confidential Secretaries
- ❖ Executive Secretaries
- ❖ Personal Assistants
- ❖ Office Administrators
- ❖ Human Resources Managers
- ❖ Special/Executive Asst.



SETA Accreditation  
No. 12239



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