OFFICE DYNAMICS CURRICULUM-BASED DESIGNATION COURSES

	Star Achievement Series®	World Class Assistant™	Executive Support Series™
Brief Overview	The Star Achievement Series is Office Dynamics' flagship training program. This philosophy-based, career specific course sets the standards for stellar performance. This course helps to transform assistants and effect long-lasting change.	WCA is a time-tested, industry-proven powerhouse of learning. Designed to polish administrative professionals for upward mobility and current-level stellar performance. This course was the first to recognize assistants as strategic business partners.	This groundbreaking Series teaches the skills and nuances that help assistants grow into successful business partners that executives yearn to have. This Series focuses on what it takes to master executive support.
Main Differentiators	Strategically designed course creates culture change. Concepts and activities get more difficult and challenging as participants move through the Levels. Philosophy-based teachings provide effective strategies and concepts. 4 core components are the foundation on which all topics are built: skill, attitude, teamwork, and strategy. 30-year proven track record with 16 updates since its inception. High demand amongst Fortune 500 companies.	Curriculum-based designation program. Focuses on advanced competencies for executive and administrative assistants including strategic partnering, emotional intelligence, persuasion skills, resiliency, and more. Participants create a Development Plan as they go through the course.	One-stop-shop resource that allows assistants a self-paced learning option. Focuses on every facet of working in tandem with an executive including how to provide the best administrative support, employ tactical strategies, and use a cognitive approach. Provides the opportunity to become a top-tier executive assistant regardless of experience.
Course Length/Format	For on-site delivery, the program offers 3 levels of learning. Each Level has 4 full-day classes, referred to as Modules. For Live Virtual delivery, the program offers 2 levels of learning comprised of 4 Modules per level. For both options, each Level builds upon the skills and concepts taught in the previous Level. Level I must be completed before advancing to Level II and so on.	3 days of training for in-person class. Live virtual delivery uses a blended learning approach including pre-class assignments and 6 two-hour live sessions with an Office Dynamics' trainer.	48 educational videos totaling 10 hours of viewing. Students have 3 months to complete the course. (Can extend viewing by 30 days for $50.)

	Star Achievement Series®	World Class Assistant™	Executive Support Series™
Workbooks Included	Comprehensive hard copy workbooks for each module range from 52 – 80 pages in length.	Hard copy 82-page workbook.	None
Additional Materials/Resources	Web-based companion pages for each Module contain links to videos, blogs, articles, and vlogs.	Articles	Downloadable eBooks, checklists, tip sheets, charts, Administrative Competency Assessment, and Leader vs. Manager Continuum
Professional Designation	CEAP (Certified Executive Administrative Professional)	CWCA (Certified World Class Assistant)	CESP (Certified Executive Strategic Partner)
Requirements for Professional Designation	· Demonstrate skills obtained during the live classes · Attend all Modules in Level I and Level II · Complete a Star in Action form	· Demonstrate skills obtained during the live classes · Attend the entire course · Pass a quiz	· View entire Series · Obtain 85% or higher on the test
Training Delivery	On-site or Live Virtual	On-site, Public Venue, or Live Virtual	Online recorded sessions
Trainer Certification	Yes - Available as a separate course and license	No	No
Additional Information	On-site delivery info: https://officedynamics.com/star-achievement-series/ Virtual delivery info: https://officedynamics.com/star-achievement-series-virtual/	On-site or public venue delivery info: https://officedynamics.com/world-class-assistant-2021-cities/ Virtual delivery info: https://officedynamics.com/world-class-assistant/	https://officedynaics.com/the-executive-support-series/

OFFICE DYNAMICS
INTERNATIONAL