

Administrative/Executive Assistant Professional Development Program

Video Script

The Administrative and Executive Assistant Professional Development Program at the University of Colorado Anschutz Medical Campus is here to help you grow professionally and boost your administrative skills.

This program offers a range of self-paced modules through LinkedIn Learning and Percipio and is specifically designed to meet the needs of various administrative roles.

[HEADING - Read] What's In it for You?

Customized Learning: Modules and Instructor-led courses are hand-picked and created by C-U subject matter experts, ensuring relevance and quality.

On-Demand Access: All courses are available through the university's learning management system (L-M-S), making it super convenient to learn at your own pace.

Extra Resources: Besides the modules, you'll find additional resources to support your development journey.

[HEADING - Read] Who can Benefit?

Current Administrative Roles: Whether you're an administrative or executive assistant, we've got courses for all levels.

New to the University? There are specific courses to help you understand how things work within the university system.

Support Roles: If you're a development assistant, project coordinator, or in any other support role, you'll find courses that will help you support managers and executives better.

[HEADING - Read] Why should you join?

- Enhance your skills and competencies
- Adapt to changing roles
- Increase job satisfaction
- Boost your career advancement potential
- Contribute to organizational success



- Improve efficiency and productivity
- Enhance communication skills
- Experience personal growth and confidence

This program is a fantastic opportunity to upskill and take charge of your professional journey.

Dive into the available learning opportunities and resources to elevate your administrative expertise!