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The Effective & Efficient Administrator

*"A 6 WEEKS ONBOARDING OR REFRESHER
COACHING PROGRAMME FOR
ADMINISTRATIVE PROFESSIONALS TO
ACHIEVE ADMINISTRATIVE EXCELLENCE"*



Email: althea@blazingbeyond.com | 1-876-579-5384/1-876-310-0644

www.blazingbeyond.com

Available in the Caribbean

About Your Coach



Althea Walters - Founder of Blazing Beyond - is a Trainer, Coach, Business Manager, Author and Speaker who holds a Masters degree in Human Resource Development from the University of the West Indies, Mona. She is also a certified Change Process Practitioner (PROSCI), and also certified in Organization Design from the Arthur Lok Jack School of Business. ***Althea's career started in the Administrative field providing Executive Admin Support Services to C-Suite Executives which lasted for over 15 years, where she molded her knowledge and skills on how to serve in this area with EXCELLENCE!***

With a deep passion for helping people to plan and get on track to achieve their life goals, it was no coincidence that Althea created **MY GOAL TRACKER**, a Goal Planning Workbook that guides persons to take bold and consistent actions in achieving their personal life goals.

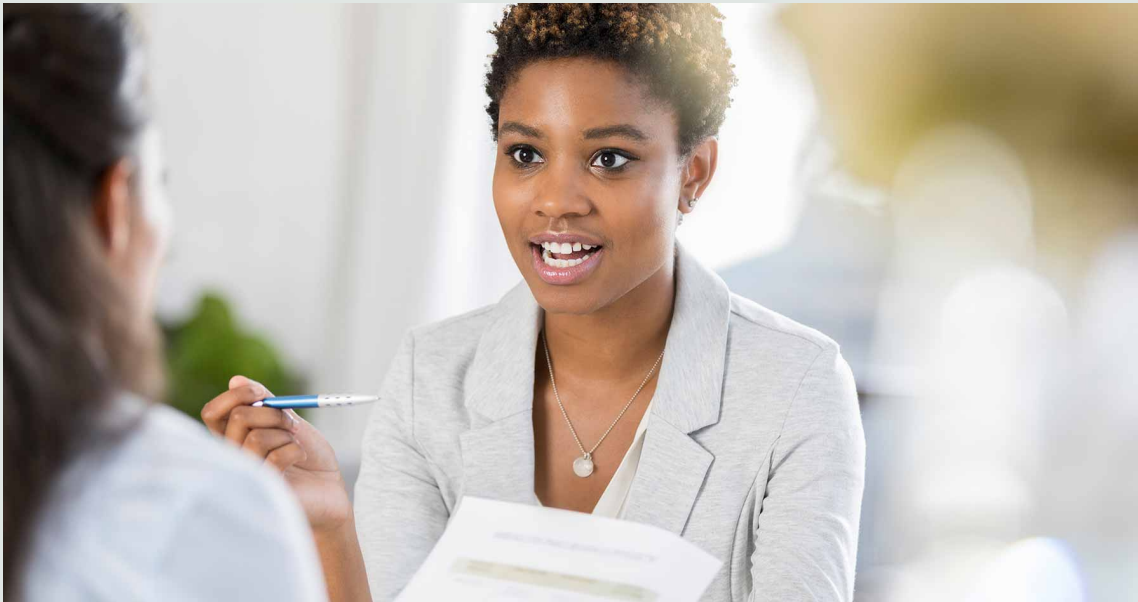
Althea volunteers with the Girl Guides Association of Jamaica and holds the role of International & Programmes Commissioner.

Althea continues to make profound impact through her Corporate Trainings and 1:1 Coaching Programmes, as experienced and shared by her clients.

About The Coaching Programme

"To guide and support individuals and groups to identify areas of growth and development, to broaden their horizon and outlook, unblock stoppers and challenges and to un-earth hidden potential.

This will enable each individual to achieve their purpose and goals, and will result in overall improvement in their job performance and success in life."



Benefits of the Coaching Programme

BENEFITS *The Effective & Efficient Administrator*

1. Enhance Your Professional Career and Personal Brand as an Administrator!
2. Improve Your Administrative Effectiveness & Excellence
3. Maximize Your Productivity , Performance and Increase your Focus
4. Learn to Plan and Organize your work effectively
5. Show up Boldy and Confidently in Your Work!

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Key Areas of Coaching Programme

The Role of the Administrator

- Understand the key ingredients for successfully executing the role

Self Management

- Effective Time Management & Deliverables Management Strategies

Meeting & Calendar Management

- Tips to effectively support the Team Leader

• Minutes Writing Framework

- Set up the foundation and approach in writing and producing Minutes

Maximizing Productivity Tools and Systems to get Greater Results.

Performance

Testimonials - Coaching Programme

The Effective & Efficient Administrator

I Always considered myself to be organized and in control. Then I was recommended to Althea Walters. One of the best experiences. Never realized I needed a Coach until I got one. A very beneficial experience both personally and professionally, led by an awesome coach! – S. Spence



"The Executive Assistant Professionals Coaching Programme done by Althea Walters of Blazing Beyond, was a rewarding experience, conducted by a knowledgeable and experienced professional. The material was delivered in an effective and practical method. I was taken on a journey that rendered me refreshed and aware of mechanisms that can elevate me and broaden my prospects in the course of time. Implementing the necessary tools, I was reminded of intrinsic value to be achieved towards accomplishing my work-related or personal goals. I would recommend this Coaching Programme for all administrative professionals."

– Phillipa Hutchinson, Executive Assistant

Coaching Package

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6 Coaching Calls (One on One)

(Great Pick to Embed New Behaviours and Learning!)

*45mins - 1 Hour Weekly for 6 weeks
US\$ 350.00 or J\$ 52,500.00 per person*

BOOK

NB. Coaching Programmes are offered Monthly and begins in the First Week of Every Month; Programme occurs on Tues - Fridays of Each Week between the hours of 9:00am - 11:00am OR 5:00pm - 7:00pm Weekly via ZOOM. Book by the 25th of each month!

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