

6 Administrative Assistant Training You Should Consider

1

Administrative Assistant Certification Program: International Association of Administrative Professionals (IAAP)

2

Office Administration Course: Coursera (Google Professional Workspace Administrator Professional Certificate)

3

Executive Assistant Skills: Udemy (Rosemary Parr)

4

Administrative Assistant Skills Training: Penn Foster Career School

5

Professional Administrative Certificate of Excellence (PACE): American Society of Administrative Professionals (ASAP)

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Recommended Reading for the Administrative Assistant Training Course United States. Forest Service. California Region, 1936 *Performance Management* Herman Aguinis, 2024-01-08 Formerly published by Chicago Business Press now published by Sage Performance Management Fifth Edition covers the design and implementation of effective and successful performance management systems the key tools that can be used to transform employee talent and motivation into a strategic business advantage Author Herman Aguinis focuses on research based findings and up to date applications that consider the changing nature of work and organizations

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