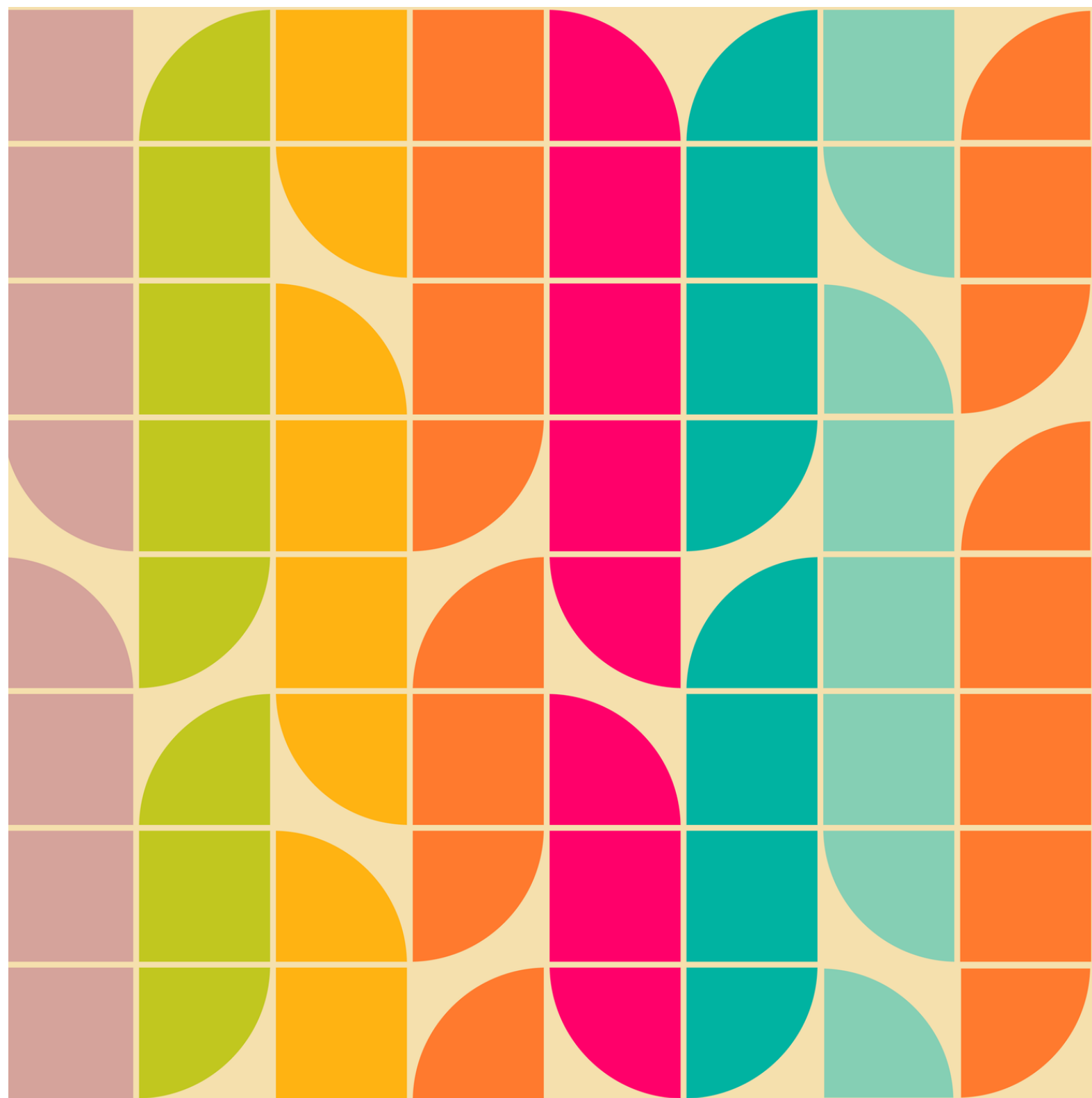


2022

THE ADMIN'S GUIDE TO

PROFESSIONAL DEVELOPMENT



INTRODUCTION

How we Collected these Professional Development Resources

The Admin Awards conducted a survey of our community to identify resources that offer professional development solutions focused on Administrative Professionals.

These solutions are broken into two main categories:

Professional Development Membership Organizations and Associations

This list is not an endorsement of providers by the Admin Awards but what we hope is a helpful aggregation of Admin-recommended resources that saves you time.

Lastly, those resources that display the 'Admin Awards Preferred' moniker are supporting the mission of the Admin Awards with their enhanced profile.

To tell us about additional Professional Development Resources email info@adminawards.com





PROFESSIONAL DEVELOPMENT RESOURCES

PROFESSIONAL DEVELOPMENT RESOURCES

DEBBIE GROSS | www.rockstar.debbiegross.com

With over 30 years of experience of administrative excellence, Debbie believes in leading by example and with enthusiasm. That's what admin pros and clients like Cisco, Veritas, Facebook and FedEx like about working with Debbie. They know that she is not simply sharing information, but that they're getting real insights and strategies that work in the workplace. She was so passionate about helping executive assistants transform their lives that she documented her successes in a Amazon best-selling book.

●	Blog / Newsletter	●	Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

Executive Assistant Excellence

I help executive assistants create impact and advance their careers.

[LEARN MORE >](#)



OVERVIEW:

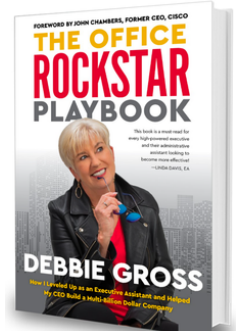
Debbie is the author of the Amazon best seller "Office Rockstar Playbook". She has created training programs that take the administrative professional to the highest level in order that they be recognized, valued and indispensable. She believes in leading by example, not simply sharing information, but giving real insights and strategies that work. Helping executive and administrative assistants transform their lives and their careers. Her "specialized" training program is based on her book which is engaging, and an entertaining read is for administrative support staff AND executives pursuing excellence. Administrative excellence is about discovering how to move from just being a support person to becoming a strategic business partner to the leaders we support. She knows what it takes to level-up having worked for a world renown CEO who had extremely high expectations of her. She'll show you how she did it so that you too can have a seat at the table.

EMAIL: debbie@debbiegross.com

AWARDS & ACCOLADES: The Colleen Barrett Award for Administrative Excellence, Silicon Valley Admin Awards

ADMINAWARDS
PREFERRED PARTNER

DEBBIE
Gross
TAKING ACCEPTABLE
TO EXCEPTIONAL



PROFESSIONAL DEVELOPMENT RESOURCES

LUMINI NETWORK | www.lumininetwork.com

LUMINI is the first professional membership community for the administrative profession dedicated to making their C-Suite executives more productive. Let LUMINI show you how to get at least 5 hours per week back in your executive's schedule. Their program offers peer group learning, speaker spotlights, proprietary resources, tools and guides all designed to make the EA-executive partnership more efficient and effective together.

	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events	●	Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training



LUMINI Network

Sean Magennis, Co-Founder and Chairman, served 30,000 CEOs in 140 countries across 24 time zones as the President and COO of YPO. But he did not do it alone.

Jackie Ludwig, Co-Founder and CEO, was his executive assistant. She developed, and flawlessly executed, a system to keep Sean out of the weeds and highly productive.

This unique partnership, between an executive and an assistant, enabled Jackie to grow and thrive in her role and produced record business results under Sean's leadership. Because of this unique partnership, Sean and Jackie created the first professional membership community for EAs dedicated to making their C-Suite executives more productive.

LUMINI exposes you to new ways of doing things through a unique peer group community that's here for you to learn, grow and connect with other exceptional EAs. Their program empowers executives and EAs to work more efficiently and effectively together using guided methodologies, tools, best practices and scorecards to make the partnership between them more effective and efficient.

A membership in LUMINI shows the commitment to the professional development of the EA and to growing the working partnership together.

CONTACT: Jackie Ludwig
EMAIL: jludwig@lumininetwork.com

WHY LUMINI:

LUMINI's program of guided methodologies, tools, best practices and scorecards makes a measurable difference in your productivity. Here's what you and your executive can expect to accomplish:

- Get back 5+ hours a week to focus on what matters most
- 20%-30% improvement in wasted activity
- 20%-25% improvement in meeting quality
- 20%-30% reduction in email volume to manage
- 25% improvement in productivity
- 20%-30% improvement in job satisfaction

PROFESSIONAL DEVELOPMENT RESOURCES

CABINET | www.joincabinet.com

Cabinet was founded in 2018 by Julia Leibowitz and Evan Kesten. Julia and Evan were classmates at Cornell University, where they received their Master's in business and computer engineering. As a former executive assistant, Julia understood that EAs and admins spend a disproportionate amount of time scheduling meetings. But tools like Calendly are too generic and seemingly unprofessional to use. So they sought to fix this problem. Today, Cabinet's software is used by hundreds of companies to reduce the time it takes their assistants to manage calendars, while maintaining the beloved style of admin personalization and professionalism.

●	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree	●	Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events	●	Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training



CABINET

THE EXECUTIVE ASSISTANT SOFTWARE
THAT MAKES YOUR WORKSTREAM A DREAM

CABINET

ADMIN AWARDS
PREFERRED PARTNER

OVERVIEW:

Cabinet users see a 75% reduction in the time it takes to manage calendars.

- **Offer Availability:** Copy and paste potential meeting times seamlessly across time zones
- **Hold Time:** See the pending time slots you've offered people
- **Track Meeting:** View the status of all pending and scheduled meetings
- **Click & Book:** Attendees pick meeting slots & confirm with a click
- **Schedule Groups:** Let attendees vote on preferred times without the mental gymnastics
- **Integrate Seamlessly:** Connect and sync unlimited calendars

Cabinet doesn't stop with building great software. They've also built a large community online for administrative professionals and hold regular professional development training.

CONTACT: Megan Lawrence, Senior Account Executive

EMAIL: Meagan@joincabinet.com

PROFESSIONAL DEVELOPMENT RESOURCES

OFFICE DYNAMICS | www.officedynamics.com

Office Dynamics International, led by Joan Burge, is the global industry leader in training and coaching solutions for administrative professionals and their executives. They have been inspiring administrative excellence since 1990.

● Blog / Newsletter	● Book	● Career Counseling
● CE Credits, Certifications or Degree	● Conferences (multi-day)	Magazine or Journal
Membership Organization	● Networking Events	● Peer to Peer Advisory Group
Podcast	● Seminars, Workshops and Webinars	● Training



JOAN'S ACCOLADES INCLUDE:

- Produced 350+ educational videos for assistants
- Authored 5 books for administrative professionals
- Created and is master trainer of 3 Certification/Designation courses for executive and administrative assistants
- Written and presented 250+ customized programs and workshops for assistants
- Created and hosted 28 Annual Conferences for Administrative Excellence Coached 300+ executive/assistant teams
- Authored 1,500+ articles and blogs for assistants
- Created and hosted 75+ webinars for assistants



Office Dynamics International

Inspiring Administrative Excellence Since 1990

Since 1990, Office Dynamics International has been the global industry leader in the development and presentation of sophisticated executive and administrative assistant training, coaching, and resources. They offer a broad range of solutions that create behavior change and produce sustainable results.

Office Dynamics International was created by Joan Burge who rose from receptionist to eventually become a C-level Executive Assistant, expertly supporting mid-size and Fortune 500 company executives.

Office Dynamics' experience and expertise in the administrative training industry are unparalleled. They have crafted and refined a unique line of premier educational products and training programs that boost success for progressive employers and enterprising administrative professionals, secretaries, and support staff.

Office Dynamics' quest to provide extraordinary life- and career-changing educational programs, along with their passionate support of the administrative profession has earned the respect of elite clients including Walt Disney World, Procter & Gamble, Cisco Systems, The Boeing Company, Humana Inc., and Nationwide Insurance.

CONTACT: Joan Burge

EMAIL: burgej@officedynamics.com

PHONE: 702-360-4904

ESTABLISHED: 1990

PROFESSIONAL DEVELOPMENT RESOURCES

ADMIN TO ADMIN | www.admintoadmin.com

A training and consulting company specializing in the area of administrative support created by two Administrative Professionals, Stacy Leitner and Lisa Olsen.

	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars	●	Training

ADMIN UNIVERSE | www.adminuniverse.com

Built and developed by administrative professionals like yourself, AdminUniverse™ understands the investment of time it takes to advance your skills and learning needs. Unlike many other career disciplines, an administrative professional has the significant challenge of balancing home, family, work and a demanding boss, to make time for continued education.

●	Blog / Newsletter	●	Book	●	Career Counseling
●	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization		Networking Events	●	Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

AL-HUSEIN MADHANY | www.madhany.com

Al-Husein Madhany serves the global administrative professional community as an inspirational speaker and coach. He offers live and online training for next-level career development as well as consultative services to executives and human resource departments for companies experiencing change management within their administration business functions.

	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

PROFESSIONAL DEVELOPMENT RESOURCES

ALL THINGS ADMIN | www.allthingsadmin.com

Julie Perrine founded All Things Admin to provide accessible, affordable training, resources, and guidance to admins worldwide. Julie and her company have become integral parts of the administrative training world by inspiring admins to transform their careers, embrace innovation, and realize their potential. She has also authored three books, *The Innovative Admin*, *The Organized Admin*, and *Become a Procedures Pro*.

<input checked="" type="checkbox"/>	Blog / Newsletter	<input checked="" type="checkbox"/>	Book	<input checked="" type="checkbox"/>	Career Counseling
	CE Credits, Certifications or Degree	<input checked="" type="checkbox"/>	Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast	<input checked="" type="checkbox"/>	Seminars, Workshops and Webinars	<input checked="" type="checkbox"/>	Training

ANN HIATT- BET ON YOURSELF | www.annhiatt.co

I am a Silicon Valley veteran with 15 years of experience as the Executive Business Partner for Jeff Bezos, Founder and CEO of Amazon, and Eric Schmidt, CEO/Executive Chairman of Google. My very first job when I was 16 was working at a startup in Redmond, Washington called MusicWare - back when no one knew what a startup was. Growing up in Seattle during the original dotcom boom, surrounded by companies like Microsoft, Amazon and Starbucks, was a master class in innovation and it changed the course of my life.

<input checked="" type="checkbox"/>	Blog / Newsletter	<input checked="" type="checkbox"/>	Book	<input checked="" type="checkbox"/>	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)	<input checked="" type="checkbox"/>	Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
<input checked="" type="checkbox"/>	Podcast		Seminars, Workshops and Webinars	<input checked="" type="checkbox"/>	Training

ANNIE CRONER - WHOLE ASSISTANT | www.wholeassistant.com

Executive Personal Assistant | Assistant Coach | Host of The Whole Assistant Show | Helping assistants level up while finding freedom from overwhelm and burnout.

<input checked="" type="checkbox"/>	Blog / Newsletter		Book	<input checked="" type="checkbox"/>	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events	<input checked="" type="checkbox"/>	Peer to Peer Advisory Group
<input checked="" type="checkbox"/>	Podcast	<input checked="" type="checkbox"/>	Seminars, Workshops and Webinars	<input checked="" type="checkbox"/>	Training

PROFESSIONAL DEVELOPMENT RESOURCES

AUDACIOUS ADMIN | www.audaciousadmin.com

Audacious Admin believes the administrative staff is one of the most powerful, yet under-utilized tool managers have at their disposal. They created a blog to share ideas, books, articles, conferences, training, and other resources they have found to be educational, informational, and inspirational in the hope each of you will strive to become strategic business partners with your executives.

●	Blog / Newsletter	●	Book	●	Career Counseling
	CE Credits, Certifications or Degree	●	Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

DALLAS COLLEGE | www.dallascollege.edu/cd/credit/office-systems

Want to take charge of your career by developing critical skills for today's marketplace? Whether you have little computer experience or are an experienced professional, there's a place for you in Business Office Systems and Support. Earning a recognized industry certification, associate degree or continuing your career training can prepare you to be a productive member of the business community.

	Blog / Newsletter		Book	●	Career Counseling
●	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events	●	Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

HUB-EA | www.hub-ea.com

Hub-Ea is a part of Vonlanthen's Group of Companies an international company with a multicultural background, specialised in conferences. They operate in multiple languages and effectively communicate across various countries and cultures, creating values for our clients.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

PROFESSIONAL DEVELOPMENT RESOURCES

EA IGNITE | www.eaignite.com

EA Ignite is an exclusive training event limited to 300 of the country's senior-level executive assistants and administrative professionals. Take advantage of immersive training with today's leading experts and spark conversations with other attendees around today's innovative processes.

	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree	●	Conferences (multi-day)		Magazine or Journal
●	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars	●	Training

EAT YOUR CAREER | www.eatyourcareer.com

Eat Your Career provides professional development training and resources to help you conquer career complacency & find fulfillment at work.

●	Blog / Newsletter	●	Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

EXECUTIVE ASSISTANTS ORGANIZATION | www.joineao.com

Our sole purpose is to create a monumental shift in the profession, and to shake off the preconceptions of what being an assistant exemplifies by celebrating the role in its entirety. We envision each and every EAO member to develop a reinforced belief in their career choice, and an awakened thirst to improve themselves, by means of compelling training, mentorship and camaraderie among peers.

	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree	●	Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars	●	Training

PROFESSIONAL DEVELOPMENT RESOURCES

EXECUTIVE LEADERSHIP SUPPORT FORUM (ELS) | www.teamels.com

ELS is a full-service administrative professionals consulting agency dedicated to progressing the role of the executive assistant. They solve organizational and individual challenges by creating unique, exceptional experiences that include professional development events, custom in-house training, and administrative management consulting.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

EXECUTIVE PA MEDIA | www.executivepa.com

Executive PA Media are the leading business management information provider and membership organisation for executive level support professionals – professional development, special offers, dedicated events, their glossy members magazine Chief of Staff, the Executive PA Awards, and much more.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)	●	Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

EXECUTIVE SUPPORT MEDIA | www.executivesupportmedia.com

Executive Support Media is the home of the Executive Support Magazine, Executive Support Training, Executive Support Events & much more! They are a global force synonymous with world-class training, and specialise in working with individuals and businesses to ensure that they fully utilise their administrative professionals. From Entry Level to Senior Chiefs of Staff – they support administrative professionals to excel in their careers. And they help the businesses that employ them to understand how to structure their administrative functions to get the best from them.

●	Blog / Newsletter	●	Book	●	Career Counseling
●	CE Credits, Certifications or Degree	●	Conferences (multi-day)	●	Magazine or Journal
●	Membership Organization	●	Networking Events	●	Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

PROFESSIONAL DEVELOPMENT RESOURCES

FOUNDER AND FORCE MULTIPLIER | www.founderandforcemultiplier.com

The Founder & The Force Multiplier's mission is to help leaders and Force Multipliers (AKA: Executive Assistants, Chiefs of Staff) find their match, strengthen their relationship, and provide coaching, training, consulting, technology, and resources to help these partnerships continue to thrive.

●	Blog / Newsletter	●	Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars	●	Training

JILLIAN HUFNAGEL | www.jillianhufnagel.com

Jillian has been partnering with Executives for over 20 years in technology & SaaS organizations giving her a unique vantage point as a coach. As the "right hand" to multiple CEOs, she's been a strategic partner to their leadership benches, investors, and boards. She has been a trusted advisor during; IPO preparations, multiple M&As, major leadership bench rotations, product & brand pivots, as well as limited restructuring and company dissolution. Her coaching clients span a wide range of roles, industries, verticals, funding stages, and functional areas. One thing they all have in common: they are actively seeking growth and taking ownership of their journeys with Jillian as a guide. Her approach starts with accountability with the client first, team effectiveness second, and broader organizational influence last.

	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

"I AM STILL
LEARNING"

Michelangelo,
Age 87

PROFESSIONAL DEVELOPMENT RESOURCES

LIBBY MOORE | www.libbymoore.com

Libby Moore is a Certified Life Coach, speaker/story teller, adventurer, and creative connector, who loves inspiring people to reconnect to Possibility in their life and career. Prior to this, Libby served as Chief Of Staff to Oprah Winfrey for 11 years, through the end of The Oprah Winfrey Show.

	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

LINDA MCFARLAND | www.lindamcfarland.com

Linda McFarland brings her consummate professionalism, calm demeanor, and insightful sense of humor to her highly-acclaimed presentations and workshops. Having supported a dozen CEOs in Silicon Valley, Linda shares her decades of experience through stories that bring out the thoughtful lessons learned throughout her career.

●	Blog / Newsletter	●	Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
●	Podcast	●	Seminars, Workshops and Webinars	●	Training

MAGGIE JACOBS | www.maggiejacobs.com

Maggie is passionate about driving positive change and growth for individuals, teams, executives, and organizations. She has spent 10+ years working with C-Suite Executives where she has excelled in turning the seemingly impossible into possible – effectively, Executive Enablement. From her own personal journey, Maggie has developed a philosophy that strength and resilience can be found in looking for solutions to problems with open, honest, and authentic communication – and then taking decisive action.

	Blog / Newsletter	●	Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

PROFESSIONAL DEVELOPMENT RESOURCES

MELBA DUNCAN - DUNCAN GROUP INC | www.duncangroupinc.com

Founded in 1985, The Duncan Group, Inc. specializes in recruiting, organizational consulting, on-boarding, transition planning, coaching, and, “executive-level” training for chiefs of staff and executive assistants.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events	●	Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

MELISSA PEOPLES | www.melissapeoples.com

Melissa created a hub for administrative professionals, entrepreneurs, and wanna-be productivity geeks who want to learn how to take ownership of their careers, discover how to make tools and technology work for them, and be empowered to punch fear in the face and create the career of your dreams.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

MONIQUE HELSTROM | www.moniquehelstrom.com

After nearly a decade as the Executive Assistant, Producer, and “Chief of Simon Sinek,” New York Times Best-Selling author and TED celebrity, along with her (mis)adventures as a two-time small-business owner, Monique has had unparalleled experiences and gained unique perspectives from thought leaders, executives, celebrities, educators, military, social activists, and the general workforce that this world depends on. These encounters have equipped her with the tools necessary to decipher and disentangle common issues plaguing humans and businesses around the globe.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree	●	Conferences (multi-day)		Magazine or Journal
	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

PROFESSIONAL DEVELOPMENT RESOURCES

PEGGY VASQUEZ | www.peggyvasquez.net

Peggy works with Administrative Professionals, Managers, Human Resource and Conference Planners. She provides coaching and training for administrative professionals to increase their communication, partnerships, and professionalism so they can make more money, get more done, and be happier at work on a daily basis.

●	Blog / Newsletter	●	Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
●	Podcast	●	Seminars, Workshops and Webinars	●	Training

PRACTICALLY PERFECT PA - UK | www.practicallyperfectpa.com

Practically Perfect PA teaches concepts, mindset, strategies, and tactics to help Executive Assistants, Personal Assistants and Administrative Assistants succeed in the role. Each area of the Practically Perfect PA website provides an in-depth focus on key areas of improvement and development.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

RED CAPE | www.redcapeco.com

Founded in 2007 by Vickie Sokol Evans, RedCape is the global leader in engaging Microsoft, Apple, and Google productivity training. Vickie founded the company out of the need for personalized learning for specific audiences so that classes were shorter, more relevant, practical, and FUN! As a result, Vickie is considered the best in the world in her field.

●	Blog / Newsletter	●	Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

PROFESSIONAL DEVELOPMENT RESOURCES

THE OFFICIALS | www.jointheofficials.com

The Officials empower administrative professionals and their companies through community, courses, and coaching. They launched to disrupt the industry with affordable and accessible training for the 60% of our industry's workforce who work in small to medium businesses and are not always afforded an extensive training budget.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

YVETTE PEARSON | www.yvettepearson.com

Yvette has a 17-year career history spanning global blue-chip firms, start-ups, scale-ups, and mid-sized companies. Currently working as Chief of Staff within Aerospace, running Global Sales Operations. She speaks across the world on various topics. She has chaired conferences, been part of online conferences, and been the keynote speaker at exhibitions. She also loves speaking on panels with her peers.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars		Training

Did we miss a professional development resource that's awesome? Tell us about them at info@adminawards.com



MEMBERSHIP ORGANIZATIONS & ASSOCIATIONS

MEMBERSHIP ORGANIZATIONS & ASSOCIATIONS

AMERICAN SOCIETY OF ADMINISTRATIVE PROFESSIONALS (ASAP) |

www.asaporg.com


The American Society of Administrative Professionals (ASAP) is a community and a resource for administrative professionals to seek the latest role-specific training, develop skills and earn recognition. ASAP advocates for the value of the profession through providing the latest resources and training so Executive Assistants and Administrative Professionals across the world can navigate today's evolving business climate and advance their career.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

ASSOCIATION FOR HEALTHCARE ADMINISTRATIVE PROFESSIONALS (AHCAP) |

www.ahcap.org

AHCAP is a not-for-profit healthcare association dedicated to executive assistants, administrative assistants, and other professionals who support our nation's healthcare leaders. By supporting healthcare leaders, they support the industry - and strive to enhance the healthcare experience on every level. They are the only national association dedicated exclusively to administrative excellence in healthcare.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

ASSOCIATION OF CELEBRITY PERSONAL ASSISTANTS (ACPA) | www.acpa-la.com

The Association of Celebrity Personal Assistants (ACPA) is a group of individuals who work with celebrities, politicians, and other public figures as personal assistants and/or estate managers. They are the "stars behind the stars" who make sure our employer's life, work and homes run smoothly.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

MEMBERSHIP ORGANIZATIONS & ASSOCIATIONS

ASSOCIATION OF EXECUTIVE & ADMINISTRATIVE PROFESSIONALS (AEAP) |

www.theaeap.com

AEAP is a membership association that helps you to have a rewarding and successful work life. You'll find that by having an association with us, you'll have access to a host of benefits to aid in your professional development, career development as well as your career advancement.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

ASSOCIATION OF LEGAL ADMINISTRATORS | www.alanet.org

ALA is the premier professional association connecting leaders and managers within the legal industry. They provide extensive professional development, collaborative peer communities, strategic operational solutions, and business partner connections empowering our members to lead the business of law.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

C-SUITE EXECUTIVE SUPPORT PROFESSIONALS | www.c-sesp.org

C-SESP's vision is to create a global organization that promotes and encourages members in becoming true strategic partners. Their individual strengths and diverse business acumen provide a member base where collaboration and success can thrive. Also to elevate this position to the appropriate level in the business world by driving development through education and networking, thereby claiming a more strategic role within the business world.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

MEMBERSHIP ORGANIZATIONS & ASSOCIATIONS

CHIEF OF STAFF ASSOCIATION | www.csa.org

AEAP is a membership association that helps you to have a rewarding and successful work life. You'll find that by having an association with us, you'll have access to a host of benefits to aid in your professional development, career development as well as your career advancement.

	Blog / Newsletter		Book	●	Career Counseling
●	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

ENERGY INDUSTRY SUPPORT | www.energyindustrysupport.com

EiSi was founded to foster exceptional career and personal development and performance through education and networking. EiSi works to expose oil and energy administrative and support professionals to industry information and technologies to develop the necessary skills required for career advancement and to most effectively support the global and diverse oil and energy industry.

	Blog / Newsletter		Book	●	Career Counseling
●	CE Credits, Certifications or Degree	●	Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP) | www.iaap-hq.org

IAAP is a membership association that helps you to have a rewarding and successful work life. You'll find that by having an association with us, you'll have access to a host of benefits to aid in your professional development, career development as well as your career advancement.

	Blog / Newsletter		Book	●	Career Counseling
●	CE Credits, Certifications or Degree	●	Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

MEMBERSHIP ORGANIZATIONS & ASSOCIATIONS

INTERNATIONAL MANAGEMENT ASSISTANTS | www.ima-network.org

IMA offers a global and high quality network of management support professionals. IMA focuses on the personal and professional development and growth of their members and the continued development of the management support profession.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

INTERNATIONAL VIRTUAL ASSISTANTS ASSOCIATION (IVAA) | www.ivaa.org

The International Virtual Assistants Association (“IVAA”) is a not-for-profit professional trade association of independent business owners who provide virtual administrative, creative, and/or technical services to a wide array of clientele while working remotely. The organization exists to promote, support, and preserve the integrity of this rapidly growing industry through interactive online programs and one-on-one networking.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

NATIONAL ASSOCIATION FOR LEGAL SUPPORT PROFESSIONALS (NALS) |

www.nals.org

NALS can help you stay up-to-date on the tools, skills, and resources you need to adapt and grow. Becoming a member helps you stay informed, stay connected to fellow legal professionals, improve your skill set, and support your career, all while ensuring that there is a large organization able to advocate on your behalf for the issues that matter most.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
	Membership Organization		Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

MEMBERSHIP ORGANIZATIONS & ASSOCIATIONS

REGIONAL EXECUTIVE ASSISTANTS COCKTAIL HOUR (REACH) |

www.regionalEAcocktailhour.com

REACH offers both a professional networking atmosphere as well as a casual social environment for Assistants who are looking to meet other Assistants who "get it." Assistants live their professional career in a unique silo, often without intra-company peers to seek counsel from, to learn from or to offer mentorship, or to develop best practices with, and the leadership and membership of REACH are interested in bridging that gap.

	Blog / Newsletter		Book		Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast		Seminars, Workshops and Webinars		Training

THE ASSOCIATION OF EXECUTIVE AND ADMINISTRATIVE | PROFESSIONALS |

www.theaeap.com

Whether you're an administrative assistant, executive secretary, executive assistant, legal assistant, office manager, or administrative professional, consider the Association of Executive and Administrative Professionals (AEAP) to be your "home at the office." AEAP is a membership association that helps you to have a rewarding and successful work life. Having an association with AEAP, you'll have access to a host of benefits to aid in your professional development, career development as well as your career advancement.

●	Blog / Newsletter		Book	●	Career Counseling
	CE Credits, Certifications or Degree		Conferences (multi-day)		Magazine or Journal
●	Membership Organization	●	Networking Events		Peer to Peer Advisory Group
	Podcast	●	Seminars, Workshops and Webinars	●	Training

Did we miss an awesome membership group or organization?
Tell us about them at info@adminawards.com