



Dear Executive,

At MEA Leads, we take pride in providing unique professional training and development seminars for Executive Assistants and Administrative Professionals. Next month, I will be co-hosting a productivity retreat-style workshop with Dr Salna Smith that will provide assistants with practical tools and strategies to work smarter, not harder. They will also learn to manage their workload in a way that maximizes their productivity and well-being as well as increase energy and improve overall performance.

Title:           **The Secret Behind Remarkable Productivity** for Executive Assistants/Administrative Professionals.  
<https://myvirtualea.ca/e-landing-page/executive-assistant-retreat-2023/>

Date:            **Friday, May 12<sup>th</sup> 2023**

Time             **8:30am – 5:30pm**

Investment      **\$397 • Early Bird Rate: \$347 • (register by April 28<sup>th</sup>)**

Here are some reasons why I believe this seminar would be a worthwhile investment:

1. **Improved Productivity.** Gain new tools and techniques for managing time, reducing stress, and increasing productivity, which will ultimately benefit the team and organization as a whole.
2. **Enhanced Communication and Relationship Building:** Develop new strategies for building strong relationships with executives, which will help your assistant better support you and your team.
3. **Professional Development:** The opportunity to learn from and networking with other Executive Assistants, which will allow them to build confidence in their role and tap into how others on their level manage challenges and new situations.

Your support in attending this seminar (both in time and educational budget) would be greatly appreciated. I believe this retreat will enable your assistant to bring back valuable insights and tools that can benefit the entire organization.

Thank you for your kind consideration.

Best regards,

Caryn Van  
Founder MEA Leads