



## WorkSync

### Parallel Training for Managers and Assistants

#### Agenda

Managers	20 minutes	▪ Introduction
	40 minutes	▪ Assistants are People, Too
	40 minutes	▪ Roles an Assistant Plays
	20 minutes	▪ Manager Preferences
	60 minutes	▪ Communication Strategies
	60 minutes	Lunch
Assistants	20 minutes	▪ Introduction
	40 minutes	▪ Managers are People, Too
	40 minutes	▪ Roles an Assistant Plays
	20 minutes	▪ Manager Preferences
	60 minutes	▪ Communication Strategies
	15 minutes	Break
Managers & Assistants	90 minutes	▪ Manager and Assistant Workshop
	TOTAL: 8.75 hours	