



# ASSOCIATION OF ADMINISTRATIVE ASSISTANTS ASSOCIATION DES ADJOINTS ADMINISTRATIFS

## Professional Development For Your Administrative Assistant

Your Administrative Assistants are an important part of your team. They may be the first face or voice your clients come into contact with...they may be the one that keeps you on schedule...they may be the one everyone goes to when they don't know where else to go. No matter what role they fill their professional development is important too. The Association of Administrative Assistants can provide valuable opportunities for your administrative professional.



### For Employers

Promoting membership in the Association to your staff recognizes their commitment to continued education and provides a venue for them to access valuable resources and embrace new challenges and skills. Belonging to a national network with the ability to share knowledge, trends and challenges fosters employee motivation and engagement. Further involvement on executive boards at local and national levels encourages leadership, creativity and teambuilding skills.

### For Office Professionals

With a constant and rapidly changing office and work environment, it is crucial to upskill and remain current in the administrative profession. Membership in an association such as ours, provides access to professional development opportunities, knowledge and information specific to the administrative role and networking opportunities with colleagues from across Canada. This gives Admins a sense of connection whether they work in a small, medium, large or home-based office.



The Association offers the Qualified Administrative Assistant designation obtained through courses at national universities and colleges, and includes demonstrated excellence in workplace competencies.

**For information about the QAA designation contact: [registrar@aaa.ca](mailto:registrar@aaa.ca)**

[www.aaa.ca](http://www.aaa.ca)

