



California Police  
Chiefs Association

# Executive Assistants



## Course Details

**Date:** May 5-7, 2025

**Time:** 8:00 AM - 5:00 PM

**Location:** Hotel Winters, 12 Abbey Street,  
Winters, CA 95694

## Registration Fees

- \$750
- Includes morning coffee, a networking reception, and lunch on the second day



Up to 40 attendees



Executive Assistants and Professional Staff

## About This Course

Supporting a Police Chief effectively requires a deep understanding of expectations and adept management of responsibilities. In this three-day course, executive assistants and other professional support staff learn essential skills to excel in their role and handle challenges. From practical tips on working closely with the Chief, to conflict resolution and managing records, participants have the opportunity to gain a variety of insights on various aspects of their role.

A highlight of the course is its focus on technology, offering practical tips for using tools like Outlook, Excel, and more. By mastering these tools, executive assistants can streamline their work and better support their Chiefs in the modern digital landscape.

The program emphasizes leveraging personal strengths for better performance and handling tough situations, through interactive sessions and group discussions. Additionally, the course covers time management, organization, and transitioning to support a new Chief smoothly, ensuring departmental efficiency.



Contact us for more info

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