



Executive Assistant Leadership Development Series

Designed by the Department of Human Resources, the **Executive Assistant Leadership Development Series** focuses on enhancing the unique skill set required to support executives and departments here at USD.

Rooted in USD's core values, this series includes sessions in a variety of formats, such as training workshops, panel discussions, networking events, and "fireside chats." Attendance at these monthly sessions is reserved for those who serve in Executive Assistant or Administrative Assistant positions on campus.



To register for any of these, please visit our website to see the schedule of current offerings: <https://my.sandiego.edu/web/employee/trainings-and-workshops>.

Questions? Please contact the HR Learning and Development team at hrlearning@sandiego.edu.