



THE OFFICIALS

EMPOWERING ADMINS AND ASSISTANTS THROUGH
COMMUNITY, COURSES AND COACHING



SO YOUR EMPLOYEE WANTS TO JOIN THE OFFICIALS...

Discover why your approval could be the best decision you
make all year

The Officials HQ

The Officials HQ is an online platform designed to empower admins and assistants through community courses and coaching. We believe that your administrative staff are your company's secret weapon to success. We offer accessible and affordable training to maximise their potential and thereby make your business that much more successful.

We have broken down the key components of the site below. Members can access downloadable templates, live webinars, videos and other useful documents that will help your business advance quickly by saving time on creating these items from scratch.

Member Benefits



COMMUNITY

Our community is ready to welcome new members with open arms. The Officials are a supportive bunch who have come together to empower each other. Members can ask for advice, share their win for the day and network with admins globally.



COURSES

Members are granted access to our course library ranging from soft skills and productivity boosters to tech tips and tutorials. Each course comes with workbooks, videos, webinars and additional resources. We are constantly rolling out new and relevant content for our members with new courses launching monthly.



COACHING

Members have access to join the mentorship program (run quarterly, additional fee) created to help admins unlock their potential through supportive guidance, encouragement, training and introspective activities.

METRICS: WHY TRAINING IS GOOD FOR YOUR BOTTOMLINE

70%

70% of employees say that training and development influenced their decision to stay at their job.¹ Companies that offer career development have a **34% higher retention rate**.²

\$6853

This is the average **cost to companies during the hiring process** in man hours and fees.³ This adds up when you look at a worldwide Deloitte survey where **27% of employees surveyed said they would leave their current roles in 24 months if they did not receive adequate development opportunities**.⁴

24%

Companies that invested at least \$1500 in employee career development found they had **24% more profit that those with lower training budgets**.⁵

POWER IN NUMBERS

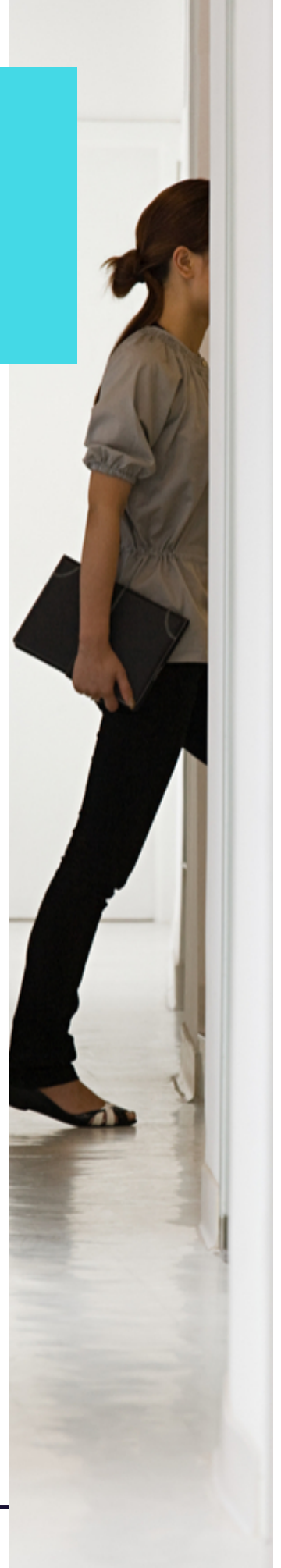


Behind every member that joins The Officials there are many more across the globe ready to offer advice and support in our Slack Community. Imagine hiring one employee who can draw on the knowledge of a global community.

RESOURCES

- 1 SHRM Employee Satisfaction Survey
- 2 Better Buys Survey
- 3 Oxford Economics Report

- 4 The Deloitte Global Millennial Survey 2019
- 5 The American Society for Training and Development



The Breakdown

PRICING

The Officials HQ Membership

\$220/year

The annual payment option gives you the most savings. Members gain access to the platform, Slack community and endless resources such as templates, videos and live webinars. There is also a rolling monthly payment option at \$18.99 a month. Further discounts are available for bulk membership purchases for multiple employees.

Mentorship Program Add on

\$125.00 for 6 week program

Members who register for the Mentorship program receive one-on-one feedback and coaching from an administrative powerhouse, The Officials founder Lauren Bradley. The mentorship is a 4-week online program with a 2-week follow-up that is run quarterly. The content and activities are designed to fit around the lives of busy admins. All members are surveyed before beginning the mentorship and the program is tailored to meet their individual needs.

ABOUT

The Officials was founded by Lauren Bradley, the award-winning admin with over a decade of international experience and advocate for all admins and assistants. Her unique approach condenses years of real-world experience into fun and efficient teaching techniques that will help up-skill your employee today.

HQ is right for you if you...

- Value cost effective career development for your staff
- Want your admins/assistants to learn the latest tech allowing them to be a highly responsive and agile employee
- Believe your staff will benefit from masterclasses including The Influential Assistant, Trello for Productivity, Time Management, Diary Management, Culture Keeping, Standardizing Processes, Nailing Company E-Communication with Mailchimp, Slidedesk Success and more....

For more info visit: www.jointheofficials.com