

## **The Catalyst Institute and Executive Assistance Inc. Partner to Deliver Training, Development and Career Services to Administrative Professionals and Support Staff**

**April 16, 2010 – Toronto, ON** – Executive Assistance Inc. and The Catalyst Institute are pleased to announce a partnership to provide complementary training, development and career services to administrative professionals and support staff. Executive and administrative assistants, office administrators/managers, project coordinators, technical professionals and analysts bring exceptional value to an office's daily activities and special projects, but our research indicates they are looking for additional skills and tools to take their administrative and project coordination abilities to the next level.

"By working together with The Catalyst Institute, our clients and candidates now have access to the full lifecycle of career development from recruitment services, to training, and ultimately career advancement", explains Ann Binsted, President of Executive Assistance Inc.

"Our work with Executive Assistance to-date has revealed pent-up demand by administrative professionals and support staff for training that is specific to their particular needs", says Paul Gardner, President of The Catalyst Institute. "The response and participation in programs that we have run in partnership, such as our recent 'How To Manage Your Boss' webinar, was overwhelming."

The two companies are actively working together in both the development and promotion of professional development courses and programs leveraging the strengths of both organizations. This includes The Catalyst Institute's upcoming Certified Catalyst Professional program starting June 1<sup>st</sup>, 2010, in Toronto, Ontario, Canada. For more information please visit <http://www.thecatalystinstitute.net/apply.html>.

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### **For additional information, please contact:**

Erin Armstrong  
The Catalyst Institute  
416.356.6750  
[erin.armstrong@thecatalystinstitute.net](mailto:erin.armstrong@thecatalystinstitute.net)

Terrance Johnson  
Executive Assistance Inc.  
416-368-8700 ext. 222  
Toll free: 1-877-849-3374  
[terry@execassistance.com](mailto:terry@execassistance.com)