

11th World Administrators Summit COUNTRY REPORT

COUNTRY: Ukraine

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ASSOCIATION / NETWORK / ORGANISATION: Professional group of Assistants in Ukraine

As stated in [Administra](#), monitoring and evaluating the World Action Plan is as important as identifying the objectives and strategies of your Association/Network. A major advantage of monitoring and evaluation is that Associations/Networks can learn a great deal about themselves, and how to lead, manage and improve their own activities and status by implementing this Action Plan. Another advantage is to ensure that the World Action Plan is helpful to Associations/Networks throughout the world in developing their own strategic or business plans.

Each country sending delegates to a World Administrators Summit is asked to report against a selected Goal in Administra.

The Country Reports will be shared on the WA-Summit website as pre-read for the 11th WA-Summit.

Please explain how your Association/Network/Organisation is using Goal 1 to develop your activities:

Goal 1: Managing Administrative Skills

Objective 1.1: Enhancing the perceived value of administrative/office professionals:

Researching what businesses require from administrative and office professionals now and how this need can evolve in the future, what career path is possible for administrative and office professionals. Increasing the awareness of the role and job description of administrative and office professionals through participation in online forums and networking events.

Objective 1.2: Increase awareness of the value of administrative skills in business:

Communicating the importance and necessity of regular knowledge exchange between administrative and office professionals within professional organizations, meetups, webinars etc. Choosing well acknowledged trainings for administrative and office professionals and recommending them within the group. Encouraging employers to have well defined job descriptions for administrative and office professionals, and make sure that those are strictly followed and requirements and obligations are not changing informally.

Objective 1.3: Have globally recognised credentialing/accreditation:



No activities so far.

Objective 1.4: To encourage businesses and the global community to view the administrative/office professionals' role as a career:

There are mentoring, coaching programs available alongside with more informal administrative and office professionals' meetups with the aim of knowledge and experience exchange. So far, no actions towards Government support are taken.

Objective 1.5: Achieve common understanding between training providers, administrative/office professionals associations and employers about the value of a required qualification and/or credentialing/accreditation:

No activities so far.

Objective 1.6: Associations contribute to recognise the professional and personal development of their administrative/office professional members:

Encouraging administrative and office professionals to actively participate in LinkedIn groups, meetups. Also, building personal networks and sharing useful information about the profession, skills, competencies and etc. Working on formally establishing AANU (Assistants&Admins' Network Ukraine) as the national association.

Objective 1.7: Investigate the logistics of forming an international body to look at developing a global framework in which qualifications, accreditation, certification and professional development could be recognized internationally.

First, we need to establish a national association in Ukraine, and then it will be possible to adopt global framework for qualifications, certification and etc.

