



**For Immediate Release:**

## **PLANETADMIN™, OPENS DOORS FOR EXECUTIVE ADMINISTRATORS AND ADMINISTRATIVE ASSISTANTS WITH SPECIALIZED TRAINING**

Office Dynamics Ltd Selects PlanetAdmin as their first Authorized User of the Star Achievement Series® training program

SAN JOSE, CA – September 3, 2009 – PlanetAdmin™ LLC, announced the grand opening of their company. PlanetAdmin specializes in training, workshops, webinars and coaching services aimed at Executive Administrators and Administrative Assistants. Focusing on the San Francisco Bay Area, the company is very unique in that it is founded by two (Linda McFarland and Joanne Linden) partners who have combined their years of experience in the administrative profession, teaching environments and professional speaking to deliver programs that build self-esteem, professional value and enhance the skills of administrative professionals.

The team at PlanetAdmin™ has come together to share their energy, passion and expertise in order to bring programs that inspire and challenge administrative professionals to take their own inner wisdom and knowledge and perform at a level higher than ever before anticipated. Joining the first line-up of specialized training is the highly acclaimed Star Achievement Series® by Office Dynamics. PlanetAdmin™ is proud to be the very first Authorized User of this multi-level, in-depth training program. Star Achievement has been taught to thousands of administrative professionals around the world, and both partners have trained hundreds of administrators locally in the Star program over the years.

"Office Dynamics is thrilled to have such a top-notch team like Joanne Linden and Linda McFarland, Senior Partners of PlanetAdmin™, to be the first authorized users in the country of the Star Achievement Series®. Knowing both women for more than four years, I can testify to their administrative expertise, professionalism, and teaching abilities. They have inspired hundreds of admins and are wonderful role models for today's administrative professional!" -- Joan Burge, founder and CEO, Office Dynamics

With three workshop dates to choose from, PlanetAdmin will be offering the Star Achievement Series Level I, four module four day course starting September 15, 2009. Workshops are filling fast and limited seats are still available. PlanetAdmin's philosophy of keeping the class size to 25 or under allows for more personalized training and enables the students instant feedback so they can apply what they've learned immediately to their job.

"Joanne Linden is an incredible source of professional inspiration. Since attending her Star Achievement courses, I have gone from zero interest in career development to facilitating Administrative Professional trainings." - Monica Eng

"I highly recommend the Star Achievement program to anyone who desires to be successful as an administrative assistant. Linda McFarland shares fun stories you can relate to and builds on the participants' experience, creating a strong peer network. Even if you are a seasoned assistant, you will still walk away with new tools, great practical ideas and regenerated enthusiasm towards your job and how you impact the success of your organization. I even incorporated some of what I learned in my personal life!" - Lynn Brazil



Inspiring the greatness within you.

Workshop schedules, pricing and relevant information can be found on the PlanetAdmin website. For more information: [www.PlanetAdmin.net](http://www.PlanetAdmin.net) or write [connect@PlanetAdmin.net](mailto:connect@PlanetAdmin.net). Call 1-800-604-5143.

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**Contact:**

Public Relations – Allan Linden

Global Marketing Consultants

408-274-2663

[allan@allanlinden.com](mailto:allan@allanlinden.com)

[www.globalmarketingconsultants.com](http://www.globalmarketingconsultants.com)