

LIZABETH WESELY-CASELLA

A LEADING EXPERT IN INTERNAL COMMUNICATIONS PROCESS, ADMINISTRATIVE SYSTEMS DEVELOPMENT, AND SENIOR-LEVEL EXECUTIVE SUPPORT



TOPICS

TOPICS INCLUDE

Successful & Insightful

Communication: How designing the right communications policy will make you money and leverage your team.

Million Dollar Partnership:

Secrets of how the most successful leaders work with their EAs and VAs.

Streamlined: How organizations can recognize administrative inefficiencies and take action to overcome them.

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Interview **Sample Questions**

- How can CEOs make the most of their executive or virtual assistants to regain headspace and achieve more in their busy jobs?
- How can leaders build a great relationship with their executive assistants and make the most of their organizational knowledge and expertise?
- What are some qualities that leaders should look for to ensure compatibility with an executive or virtual assistant?
- What uptick have you seen in the virtual assistant career path and what advice would you have for other VAs starting out?
- What are the What, Where, When and How of effective team communication? Why does remote information management need to be treated differently?
- Why is remote team communications policy so important?
- How does policy support morale and influence team development?



ABOUT LIZABETH

Lizabeth Wesely-Casella is the organizational right hand for high-impact leaders who want to reclaim focus on the big picture when their administrative and communication processes break down.

Lizabeth Wesely-Casella is the Founder and CEO of L-12 Services LLC, a firm specializing in intern communications training, online business management, and executive virtual assistance.

She is a skilled strategic advisor who specializes in increased efficiency and effectiveness, enabling businesses to overcome challenges related to scaling, process systems breakdown, and workflow management.

Lizabeth has over 20 years of experience as an administrator and policy and programming consultant. Her work has contributed to successful project outcomes in federal health policy, international program development, and non-profit grassroots management.

In 2014 Lizabeth organized, and lead process and

communication change for First Lady Michelle Obama's signature program Let's Move!. Today, she uses her communication, collaboration, and LEAN process design skills to identify where businesses can overcome challenges related to scaling, process systems breakdown, and workflow management.

Lizabeth calls on her vast range of experience to pass along insights in areas such as change management, administrative systems analysis, internal communications training, and policy development.

Lizabeth helps clients regain the headspace they need to think creatively and become the leaders that their organizations deserve. She holds a BS in business administration and a master certificate in LEAN Six Sigma. She is a member of the American Society for Quality (ASQ), the Association of Virtual Assistants (AVA), and Alpha Sigma Lambda (ASL).

Contact Lizabeth for corporate training, podcast, or speaking engage. Please send an email to info@l12services.com or schedule a call by visiting <https://l12services.com>.