

Graduate Executive Assistant (EA) programme

Be an Executive Assistant

Our exciting and new Graduate EA programme is an intensive programme designed for graduates seeking to gain employment as an Executive Assistant (EA), Personal Assistant (PA) or Business Assistant in the commercial world.

The course is designed specifically to give graduates the practical, interpersonal and strategic skills to be an effective business support professional. Whilst this intensive programme is designed for graduates with little or no administrative or business support experience, the course is also suited to graduates with 1-2 years' experience now looking to move into an EA or PA role.

The programme focuses on three main developmental objectives, which contribute to a high-performance in the business world.

- The development of **practical skills** – such as effective diary management, workflow and workload, managing upwards, work/life balance, how to manage, and work with, your manager, effective boss/Assistant routines, business writing, leadership and management and project management.
- The development of professional **interpersonal skills** and collaborative relationships – assertive behaviour, managerial competencies, emotional intelligence, social skill, executive presence and presentation skills.
- The development of **conceptual skill** – developing strategic thinking, analytical skills, commercial and business awareness and problem solving.



Inspiring you to be:

CONFIDENT | CREDIBLE | QUALIFIED



What sort of job opportunities will this programme lead to?

This course is suited for graduates who wish to enter the world of work as a PA, EA or Business Assistant. Those roles typically provide professional business and administrative support to a Senior Manager, Leader or Executive in a large or small organisation. At the highest-level, EAs support the daily working activities of a Chief Executive or Director.

The roles suit individuals who thrive in a fast-paced environment, where no two days are the same. Whilst traditionally these roles have focussed on providing transactional support, such as the management of executive routines, planning and co-ordination, today's commercial world requires a new type of support where the job-holder works more independently and autonomously, and has a strong commercial awareness to add wider organisational value.

Our EA programme covers all aspects of the role of the EA, to enable graduates to hit the ground running in one of these roles.

Entry requirements

Entry is by application which will include an interview and aptitude test. Entrants should have a minimum of a 2.1 degree in Humanities, Social Sciences, Media or Communications.

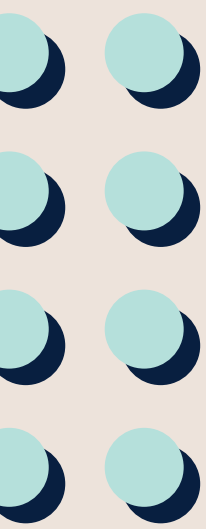
Course format and duration

This is an intensive programme last lasting 12 weeks. Applicants will be required to attend classes approximately 4 days per week, with 1-2 non-attendance/study days. As the pace of learning is high, applicants will need to use their study days for homework, self-learning and formal assignments.

Assessment

Assessment is by two main methods. Firstly, students will undertake, through written coursework and assignments, two formal qualifications: the IQ IAM Level 3 Award in Professional EA Skills, as well as the IQ IAM Level 4 Certificate in Office and Administrative Management. Secondly, students will be required to undertake an action research project on a subject of their choice, at the end of their course, which forms part of their final assessment. This means that applicants will not only leave the programme with two up-to-date practical industry qualifications, but will also receive an overall award from Adam Fidler Academy.





Practical application

The programme will include a 2-week, non-paid, work placement as a business support professional, PA, EA or Business Assistant.

Fees and funding

Pay upfront £5,200 (including VAT)
£1,000 deposit to secure your place.
£4,200 paid before the first day of your course.

Pay in instalments £5,200 (including VAT)
£1,000 deposit to secure your place.
£4,200 paid in 3 monthly instalments of £1,400.

Start dates

We are recruiting now for our September 2020 intake. If you would like to apply, then please e-mail us for an application pack, prospectus and course outline.

Please email: adam@adamfidler.academy

QUALITY EDUCATION
CREDIBLE
CONFIDENTIAL



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About Adam Fidler Academy

Adam Fidler Academy is the UK's leading provider of training and education for business support professionals. Founded by Adam Fidler, the Academy offers unrivalled perspectives, learning and practical application of the modern role of the Executive and Business Assistant.

Adam Fidler teaches the majority of modules on this programme personally, and has trained and taught thousands of Assistants worldwide, as well as having written extensively about the role of the modern EA. **To find out more, see www.adamfidler.academy**

