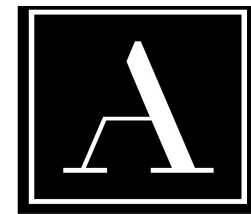


The Executive Assistant Diploma and related pathways at Level 3 and Level 4



Adam Fidler Academy

Exclusive to Adam Fidler Academy

There are many reasons why today's Executive Assistants and Executive PAs need to consider a formal qualification. In a competitive marketplace, Assistants need to continually ask themselves 'What sets me apart from my peers?' – and a professional qualification can certainly do that.

Our **Executive Assistant Diploma** will give you the edge to show your employer that you have industry-specific skills and knowledge, and demonstrate a commitment to your profession.

What's more, having an accredited qualification under your belt will enable you to improve your earning potential, gain professional status, improve your performance at work and help you to stand out from the competition when applying for a promotion or new role. And, once you've gained a formal qualification, it will have a beneficial impact on your entire career.

Take your EA/PA career to the next level

If you want to raise the bar and take your career as an EA or PA to the next level, then our **Level 3** or **Level 4 Executive Assistant** programmes can be completed in as little as 8 days' attendance (excluding self-study time) over a 12, 18 or 24 month period. Or, for the full **Executive Assistant Diploma**, this can be completed in just 16 days' attendance (excluding self-study time) over the duration of your course.

All our pathways are designed for people who might be in work; in other words, you don't need to attend our Academy every day. Equally, there are no formal entry requirements – just work experience as an EA, PA or Administrator.

Core classes plus self-study

We offer a blended-learning approach, where you attend core classes at our Academy in Manchester, UK, but the rest of your study is done through self-learning, tutor support and homework.

Programme content

On the Level 3 Executive Assistant pathway, you'll study:

- Leadership, management and the role of the Executive Assistant.
- Effective business writing.
- Managing workload and workflow.
- Effective minute-taking: minutes, agendas and meeting papers.
- Human Resources for Executive Assistants.

On the Level 4 Executive Assistant pathway, you'll study:

- Leadership, management and the role of the strategic Executive Assistant.
- Strategy, commercial awareness and business acumen.
- Management skills for senior administrative staff.
- Effective office and administrative management.

You can also choose from a number of *Optional Units*, if you so wish, including: project management for EAs, emotional intelligence and resilience at work, executive presence and presentation skills, and text processing or Teeline Shorthand for note-taking.

Next steps

To find out more, please contact us on +44 (0)161 237 3362, or email adam@adept.consulting. We look forward to your call.