
Executive Presence and Partnering for EAs

Level 3

This course is designed specifically for PAs, EAs and Administrative professionals who want to build their gravitas and presence at work. The programme covers the latest thinking on influence and persuasion, as well as how to build effective working relationships with co-workers and managers. There is a strong focus on building an effective alliance with the EA's executive, including self-awareness, and the practical ways to enhance credibility and succeed with 'win-win' relationships in the business world.

Course duration:

Two days, including comprehensive course materials, course booklet, refreshments and lunch.

Course costs:

Please check the website *Discounts available for public sector/third sector organisations and multiple bookings.*

Course dates:

For course dates, please check the website:

www.adamfidler.academy

At the end of this programme, delegates will:

- Know how to build an alliance with those they support using Transformational Leadership as the foundation.
- Understand the characteristics of different working styles portrayed by individuals – with strategies of how to work with those types.
- Know how to influence and persuade individuals at work.
- Build credibility by being more assertive and more confident in their style.
- Understand and know the importance of body language and how this affects communication delivery.
- Build self-esteem and self-belief – and see the linkages when influencing others.
- Be equipped to present verbally to others, by making a strong and persuasive business-case.
- Learn the BIC Model™ of Executive Presence, based on the research of thousands of top leaders, who have 'presence' at work – and apply it to their role.
- Self-assess using the Executive Assistant Types™ (EAT) survey, to see which type of EA they really are, with strengths and areas for growth being identified.
- Understand self, and others, in relation to values, management style and objectives to harness successful partnering in the business support role.