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# Get Ahead as an Executive PA



One of the most popular PA courses in the UK, this two-day Executive PA programme is for new and experienced PAs, giving them all the strategies and tools they need to excel at what they do and be a more effective PA. The course includes Adam Fidler's revolutionary Five Folder System™, enabling office staff to remain organised in their workflow, even when swamped with work.

## What you can expect to learn from this course:

- Re-defining the role of the Executive PA, skills and competencies required to succeed in this challenging role.
- The transition from PA to EA - 'black box' versus 'red box'; seeing yourself as a manager.
- Personal effectiveness through self-belief and a positive mindset.
- The PA Competency Model™ the 'What' and the 'How'.
- Managing your emotions at work.
- Setting boundaries; pushing back - diplomatically and appropriately.
- Essential daily routines for the Executive PA.
- Diary management - tips to make you a more effective diary manager.
- The Five Folder System™ to remain organised and on top of your workload
- E-mail and inbox management.
- Meetings, agendas and itineraries; minute-taking tips.
- Strategies for working more effectively with the boss.
- Transactional Analysis for assertive and confident behaviour at work.

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# Level 3

## 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](http://www.adamfidler.academy)