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# The New Executive Assistant

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# Level 4

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In this new and inspiring one-day seminar, learn a totally fresh perspective on the role of the new Executive Assistant by redefining and repositioning the role in managerial terms, and in the context of leadership, management and business organisations.

If you want the up-to-date understanding of the real EA role, then this is the seminar for you!

## **Course duration:**

One day, including comprehensive course materials, course booklet, refreshments and lunch.

## **Course costs:**

Manchester: **£510 + VAT**  
London: **£550 + VAT**

## **Course dates:**

For course dates, please check the website:

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

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

- A redefinition of the Executive Assistant role.
- Why today's EAs are not Business Partners, but Business Managers.
- Leadership and management – how does the EA role fit in?
- Global trends in the EA/PA industry – challenges and considerations for the future.
- Where you are now in your EA/PA career – the things you can do to stretch and develop the role even further.
- Why responsibility is more crucial than the job title.
- A brand new job description for you to share with your Executive and organisation, that better defines your true value and worth as an integral part of the management team.
- Better and improved descriptors of the duties/responsibilities of the EA that give you more credibility and respect for what you do.
- A model for success and progression in your role – Adam Fidler's Executive Assistant Success Factors™ which cover all the competencies and attributes for you to consider as part of your ongoing growth.
- Next steps career planning – case studies of PAs who have moved up the EA ladder with success, and how they did it!