
The Strategic Executive Assistant



A ground-breaking two-day programme for Executive Assistants and Business Managers, that provides a totally fresh perspective on the role of the Executive Assistant. The programme empowers current PAs and EAs to develop their business awareness and management understanding to become personal leaders, enablers and business support managers in their own right.

What you can expect to learn from this course:

- A new definition of Executive Support.
- Leadership and management in context of the EA role.
- Leadership styles questionnaire.
- Egocentric leadership versus altrocentric leadership.
- Business strategy for the EA.
- How can the EA become more strategic and get more involved?
- Introduction to Risk, Compliance and Governance.
- Emotional intelligence – the four essential Cs.
- Developing Executive Presence and gravitas.
- Gaining prestige, leadership and achievement through personal impact.
- Reverse-mentoring to create a better Boss/EA dynamic.
- The transition of job descriptions: PA to 'true' EA; a new job description that better describes and elevates the role and value of the EA.
- Adam Fidler's EA Success Factors™ for the new Executive Assistant – a competency framework for you to follow and implement when back at work.
- Case studies of PAs who have transitioned to high-level EA or business support managers.

Level 4

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