

Advanced Management For Executive Assistants

Introduction

What makes an EA indispensable to an organization? This program is a comprehensive exploration of the elements of being an extraordinary EA. You'll discover, hone and strengthen the managerial, strategic and leadership skills that make you an essential player in your team and your organization. With a strong focus on self-awareness, influencing, negotiation and dealing with pressure, you'll emerge with the strategically-minded outlook that will enable you to take your career to the next level.

Who Should Attend?

Experienced executive and personal assistants seeking new perspective and tools to perform the complex role responsibilities and enhance strategic contribution.

Outcomes:

- Structured time out to reflect on how you work and how to build on your strengths
- An understanding of your personality preferences and how these affect your interactions with others and the way you work
- Improved skills to better understand, manage and engage others
- Ability to understand and manage your own stress reactions
- Practice in influencing others, using challenges similar to your own as examples

- Increased ability to participate in financial discussions with confidence
- Trust in yourself to communicate and negotiate with assertiveness
- Recognize that others face similar challenges and develop a supportive network
- An action plan for application at your workplace