



THE STRATEGIC EXECUTIVE ASSISTANT



LEVEL **2**

WITH **ADAM FIDLER**



COURSE CONTENT :

DESCRIPTION

This one-day programme is designed for EAs and PAs who have attended the Adam Fidler Strategic Executive Assistant Level 1. The session builds on the skills and competencies already learnt in Level 1, and is an ideal follow-up and add-on to those who want to continue learning how to develop their professional role as an Executive PA or Senior EA.

KEY LEARNINGS INCLUDE:

CONTINUING TO TRANSITION THE EA ROLE INTO 'MANAGEMENT'

- The Strategic Executive Assistant - follow-up and reflections on what's been happening in your role since last year.
Revise briefly Red Box/Black Box with illustrations from those present.
- Building business acumen to know the business better.
- Asking operational versus strategic questions.
- Defining your organisation from the five key drivers of business acumen, to add to credibility in your support role.
- Key management skills for EAs of the future.

IMPACT AND INFLUENTIAL COMMUNICATION FOR BETTER RESULTS

- Transactional Analysis for assertive and influential behaviour at work.
- Building an alliance with your Executive.
- Influencing without authority - it's not as easy as it sounds!
- Influencing styles.
- Gender Intelligence for greater self-awareness.

PROJECT MANAGEMENT, PROCESS AND EXECUTION SKILLS

- Effective workflow - sharpening up 'Black Box' activities to leave more room for 'Red Box' activities.
- Summarising information, Executive summaries, meeting papers and agendas.
- Introduction to Project Management to enhance your ability to support and lead on projects.

MANAGING UPWARDS, MANAGING YOUR EXECUTIVE

- How CEOs (should) spend their time.
- Managing the four energies of a Leader.
- Managing yourself for enhanced personal effectiveness.
- Forming an alliance with your Executive.

Each participant receives CPD certification and points upon completion

WHAT PARTICIPANTS SAID ABOUT ADAM'S COURSE:

'Excellent - intensive, focused and very important to the constantly changing work environment. Adam has been there and done the job himself and his personal experience gives him particular empathy for the issues and challenges facing PAs and EAs.'

'This is a fantastic opportunity for EA's/PA's to receive education & training that is not otherwise available in Ireland. Adam delivers a very insightful, enjoyable, engaging and thought-provoking course.'

'Adam is an excellent presenter - I found the course very informative, and would recommend it to anyone working for an Executive. I felt that this was an extremely beneficial course with 100% of the content relevant and interesting.'

'Really informative and interesting. The whole admin/business support world is changing at a rapid pace and PA/EAs need to be all-rounded and versed in nearly all aspects of company business.'

'Adam's style of delivery is highly mesmerising. In addition to his high quality, inspirational content, he creates a unique learning experience.'

'Very useful with tips on how to be more effective in my role. This helped me view the bigger picture so i can move forward with my career.'

'Adam has worked as an Executive Assistant so his inside knowledge in to the role is a definite plus! I would highly recommend this course.'

'It was great to finally get a targeted course for Executive Assistants and to get to hear Adam's words of wisdom. I'd love to hear more from him. 'Hearing Adam's definition of the Executive Assistant and the role is truly a shift in mindset and the value you place on your position and self worth.'

'Fantastic. The content covered also allowed me to put structure around what I'm already doing in my current role and also to visualise a more defined career path. Everything Adam discussed was useful and practical.'



Places are limited for optimal individual learning