

**Adam Fidler's Global Summit 2021**

**Tuesday 25th of May**

**10:00-15:00 Hrs (GMT)**

**Become a Better Executive Assistant**

**Become a Transformational Executive Assistant**

**Essential Strategies for EAs Who Wish to Excel in Their Roles**

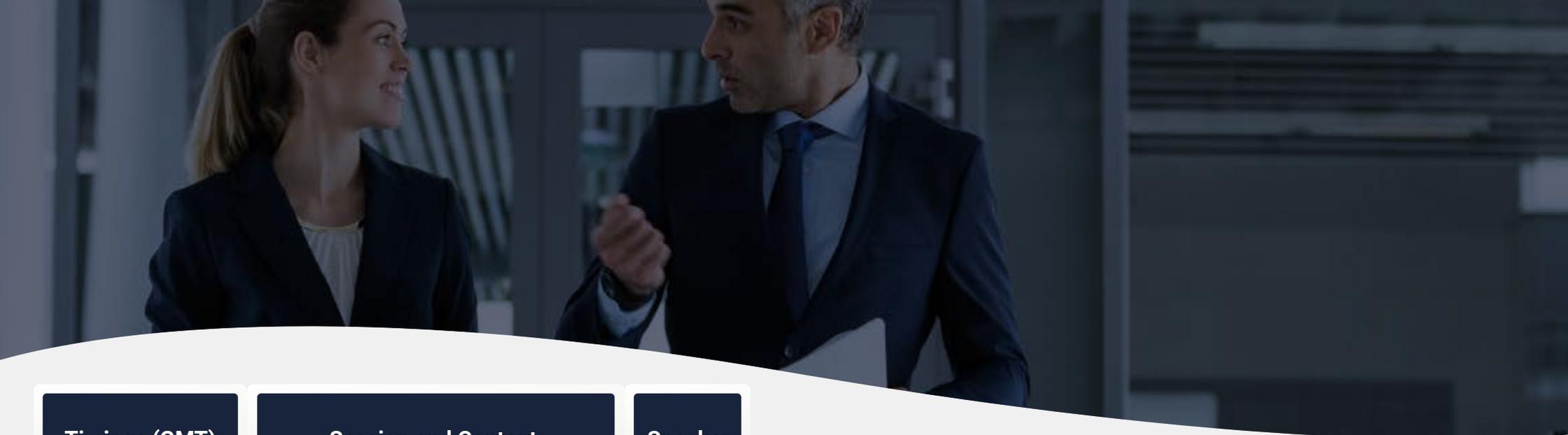
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Timings (GMT)	Session and Content	Speaker
From 09:30	<p><b>Welcome Networking and log-in for all delegates</b></p> <ul style="list-style-type: none"> <li>● Aisling Kelly, our Summit Host, will welcome you on arrival, and ensure you have no technical difficulties.</li> <li>● Please ensure you log-in in good time; we'll be starting at 10:00 hrs promptly.</li> <li>● Please have a pen and paper handy to take notes.</li> </ul>	
10:00 – 10:10 (10 mins)	<p><b>Introduction by Adam Fidler, Master EA Trainer and Principal of Adam Fidler Academy</b></p> <ul style="list-style-type: none"> <li>● The new role of the Executive Assistant – re-evaluated, re-defined and refined.</li> <li>● The external content: the drivers for change.</li> <li>● Why EAs, the world over, need to re-think and re-shape the support they are offering to their Executives.</li> </ul>	Adam Fidler
10:10 – 10:55 (45 mins)	<p><b>The EA Role in Transition.</b></p> <ul style="list-style-type: none"> <li>● The difference between 'Admins' and Assistants and the real future of the Executive Assistant role.</li> <li>● How to transition from 'Admin' to Senior EA to gain more respect and credibility at work.</li> <li>● Leadership and Management explained – in the context of the EA role.</li> <li>● How to move towards Transformational Support.</li> <li>● What do Transformational EAs do?</li> <li>● The four most common types of EAs. Which one are you really?</li> <li>● Why self-analysis and learning agility will open the doors to your success!</li> </ul>	Adam Fidler
10:55 – 11:10 (15 mins)	<b>Networking Break (15 minutes)</b>	
11.10 - 11.20 (10 mins)	<p><b>In the Spotlight with Hays Recruitment</b></p> <p>Hays will share insights from their recently compiled Covid19 report which looks at the expected recovery and what skills will be needed in a 'new world'. They will also give an update on their most recent Salary Guide.</p>	Hays Recruitment

Timings (GMT)	Session and Content	Speaker
11:20 – 12:05 (45 mins)	<p><b>Confidence: A Crucial Characteristic for Success</b></p> <ul style="list-style-type: none"> <li>● Developing your managerial presence with confidence and impact.</li> <li>● The effect of internal dialogue on your behaviours.</li> <li>● The four areas of Confidence: Be Knowledgeable; Be Clear; Be Consistent and Be Credible.</li> <li>● Tools for confidence that you can apply every day at work.</li> </ul>	Guest Speaker – to be announced
12:05 – 12:50 (45 mins)	<b>Break for Lunch (45 minutes)</b>	
12:50 – 13:35 (45 mins)	<p><b>Transformational Leaders need Transformational EAs</b></p> <ul style="list-style-type: none"> <li>● Transformational Leadership – what is it? How can EAs benefit from applying it to their roles?</li> <li>● Strategic versus Operational Thinking – a key take-away from this programme that all EAs should know.</li> <li>● How to become a Transformational Executive Assistant.</li> <li>● The traits of outstanding EAs: authenticity, co-operation and communication – the bedrock of your EA career.</li> <li>● The four "I's" of Transformational Leadership – applied to you and your Executive.</li> <li>● Embrace the new paradigm of Executive Support, by setting far-reaching goals and objectives.</li> <li>● Maintaining performance beyond expectations in times of uncertainty and instability.</li> </ul> <p><b>This session is open to EAs and their Executives.</b></p>	Adam Fidler
13:35 – 14:05 (30 mins)	<p><b>Panel Discussion</b></p> <p>In this session, you'll meet a number of high-performing Executive Assistants, who are all graduates of the Adam Fidler Academy. They'll share their experiences and journeys as they became more transformational in their approach.</p>	Adam Fidler EA Panel Members to be announced
14:05 – 14:20 (15 mins)	<b>Networking Break (15 minutes)</b>	





Timings (GMT)	Session and Content	Speaker
14:20 – 15:00 (40 mins)	<b>Managerial Presence</b> <ul style="list-style-type: none"> <li>● Developing your Managerial Traits for greater Managerial Presence.</li> <li>● Navigating and moving beyond traditional expectations: how to influence those who don't believe in the EA role.</li> <li>● Proven and practical tools to enhance your business skills and elevate your role.</li> <li>● Independence in the EA role and its essential components: thoughts and actions.</li> <li>● The secrets of high-performing EAs that push the boundaries for EAs and Executives alike.</li> </ul>	Adam Fidler
15:00 – 15:10 (10 mins)	<b>Closing Remarks – The Future is in Your Hands</b> <ul style="list-style-type: none"> <li>● A new model of Executive Support, for all EAs, their bosses and companies to buy-into, applicable to the future of all EAs, in a post-Covid world.</li> <li>● The Executive Assistant Manifesto: What I Am™ - what it means, and why it should matter to every EA.</li> <li>● Moving forward with renewed vitality and aspiration.</li> </ul>	Adam Fidler
15:10	<b>Close of Event</b>	

Timings (GMT)	Session and Content	Speaker
Post-Event	Optional networking opportunity and VIP Q&A session with Adam Fidler. EAs and their Executives welcome.	

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**Fiona Kelly**



**Adam Fidler**



**Aisling Kelly**

Adam Fidler has teamed up with Fiona Kelly & Aisling Kelly of Zoom In Events & The Executive PA Forum to bring this timely training to you.

The Executive PA Forum brings together thought-leaders and expert trainers who offer compelling learning experiences, equipping you with the skills and tools you need to meet the demands of modern industry.

The Executive PA Forum's Centre of Excellence offers the EA & PA community the highest quality in learning and self-development opportunities, with a select number of qualified national and international coaches and trainers.

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Executive PA  
FORUM



Adam Fidler  
Academy

Adam Fidler Academy is based on just one premise: high-quality education and training for Executive Assistants (EAs), Personal Assistants (PAs), Business Managers and Business Support professionals.

Adam Fidler founded the Academy in 2016 - it is one of a handful of private colleges in the world that specialise in offering formal qualifications and training programmes to EAs, PAs and Business Support Managers.

Courses are endorsed by The University of Salford, Manchester - Executive Education (SPD), The Institute of Administrative Management (IAM), and the Executive & Personal Assistants Association (EPAA).

Both part-time and full-time courses are offered which vary in duration from courses of two-days to full-time courses of up to three months, as well as qualification programmes where 'day students' attend several days over a fixed duration (**usually 9 or 12 months**). Online classes have been added for 2021, in light of the coronavirus pandemic.

With an emphasis on teaching practical skills and strategies to continuously improve business performance and effectiveness, Adam Fidler Academy is the first-choice training institution for PAs, EAs and Business Managers.

We look forward to supporting your professional growth.

For more information visit [www.adamfidler.academy](http://www.adamfidler.academy)