



The Global Assistant

FUTURE SKILLS LEARNING & COACHING ONLINE



# THE POWER EA INTERNATIONAL MASTERCLASS

EMPOWERING EXECUTIVE SUPPORT  
PROFESSIONALS WITH GLOBAL SKILLS  
SINCE 2015

**4-WEEK  
TRAINING &  
COACHING  
PROGRAM**

**100% ONLINE**

**2022/23 Program**



**A GLOBAL ASSISTANT ONLINE  
Global Skills Training Program  
for the  
Administrative Support Industry**



## THE BUSINESS WORLD IS CHANGING AT A RAPID PACE

And it's tough to keep up without the right skill set. That's why we offer **The Power EA International Masterclass** — to give small groups of executive support professionals each month from around the globe hands-on skills they can use in today's high-demand field; critical for career success!

This program has welcomed global business support professionals from all industries and levels of experience. The common denominator is their desire to be world-class executive support.

If you are an executive assistant, personal assistant, virtual assistant, business partner, chief of staff or administrative professional - The Power EA can shape your learning needs in just 30 days so that it meets your career objectives and delivers maximum impact to your organisation.

Join us for our most popular course yet! Offering an exclusive opportunity to get ahead in this competitive market, there are only eight sessions per year. Each session offers a closed, collaborative group learning space and early registration is recommended because the sessions fill up quick.

The focus of the Programme's training content covers the following topics:

- Cultural Intelligence
- Global Communication Skills
- Stakeholder Management
- Strategic Event Delivery

This program will challenge and inspire you as we explore the latest skillsets necessary in today's constantly evolving workplace. As a participant in this workshop series, you'll be able to identify what it takes to be the best in your field and develop confidence in exploring new opportunities.

**ALL ENQUIRIES**  
[learn@theglobalassistant.com](mailto:learn@theglobalassistant.com)





## SUPPORTIVE, TRANSFORMATIONAL LEARNING

Through **The Power EA International Masterclass**, you will be immersed in a journey of discovery of the skills needed and are capable of achieving a successful executive support career.

We know you're a busy professional with limited time to invest in your career development. That's why we've created an online course for assistants who want more from their careers and less of the 9-5 job grind! Our program provides quality content, innovative assignments, downloadable templates and virtual group coaching sessions scheduled around different time zones. No one gets left behind!

The curriculum aligns with the critical in-demand competencies for professionals looking to deepen their effectiveness in executive support and take the next step in their careers. The curriculum includes:

- A total of 32 instructional video lectures
- Weekly knowledge growth assessments
- Practical, situational assignments that promote agile learning
- Weekly group coaching sessions
- Introduction to your international cohort - grow your network, and share the journey!
- Ongoing - post Masterclass - invitations to further complimentary learning and informational sessions
- Networking with past graduates of the program to support your ongoing global skills learning
- Flexibility to support time-poor professionals with demanding schedules through on-demand learning and accessible on-the-go lectures through any device.

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# CURRICULUM OVERVIEW

## Module 1

FROM CULTURAL AWARENESS TO CULTURALLY COMPETENT

- Introduction to developing cultural awareness
- Breaking down the barriers of unconscious bias
- Understanding Workplace Dynamics through the lens of Culture
- A cultural profile tool unlike any other!
- Global Business Protocol - Online Resource
- Topic-specific Assignment
- Knowledge Growth Assessment

## Module 2

GLOBAL COMMUNICATION SKILLS

- Essential mindset shift to elevate communication skills
- The language of diplomacy
- Understanding the patterns of communication
- Shaping a powerful narrative
- Communicating with Global Stakeholders
- Effective Communication in the Global Workplace
- Topic-specific assignment
- Knowledge Growth Assessment

## Module 3

MANAGING STAKEHOLDERS THROUGH EXCEPTIONAL PERSONAL DIPLOMACY

- What is Personal Diplomacy?
- Disrupting the Executive Support Framework
- Presence with Gravitas!
- Personal Diplomacy in action
- Stakeholder mapping and management
- Strengthening your network. The way forward
- Downloadable Templates included
- Topic-specific assignment

## Module 4

EVENT DESIGN & STRATEGIC STAKEHOLDER ENGAGEMENT

- The new approach to event coordination and management
- How to deliver ROI on events
- Redefining event coordination and management
- The new principles to disrupt the status-quo
- The game-changing skillset to boost to your EA toolkit
- Strategic event design - Where to begin
- Downloadable templates included
- Topic-specific assignment
- Knowledge growth assessment

Every module concludes with a group workshop that helps to validate students' understanding of the topic covered. We bring participants together to discuss assignments, lead productive Q&A and encourage peer-to-peer support and networking.



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## BENEFITS

The benefits of **The Power EA International Masterclass** include tailor-made learning for you. A thorough needs assessment is conducted upon onboarding so that your specific goals can be met and the program achieves the desired results!

**The Power EA International Masterclass** is the perfect way to expand your knowledge and skills as an Executive Support professional. You'll gain an understanding of the role's value in global business, learn how to leverage your unique strengths, and get equipped with the tools you need to thrive in your career. You'll be ready to take on anything with expert guidance and support from a subject-matter expert coach!

Standard benefits:

- You'll learn new skills that are in high demand by employers.
- You'll be able to execute your job better than ever before.
- You'll be able to influence with authority, authenticity and positivity.
- You'll become a leader in your field, able to execute deliverables confidently.
- You will be more marketable to employers for internal and external opportunities.
- Your skill set will be more globally relevant.
- You'll see measurable results quickly.
- You'll improve your skills in a confidential and safe environment.

Emotional benefits:

- Transform your career and become a leader in the global workplace.
- You'll be able to fulfil your dreams of having a successful career.
- You'll feel more confident in yourself and your abilities,
- You'll be part of a supportive community of professionals.
- Gain access to a network of highly-skilled and supportive peers.
- Receive support from a dedicated mentor/coach throughout your experience.
- Transform your professional life in just four weeks.
- Gain a competitive edge over other job applicants.
- Feel supported and motivated as you improve your skills.

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# PROGRAM INVESTMENT

## PER SEAT\*

USD \$565 | GBP £410 | EUR €475

\*Valid for 2022 scheduled programs.

## ENROLMENTS

### CORPORATE BOOKINGS

We can onboard corporate teams for this program. Select the number of seats required on check out.

### INDEPENDENT & CORPORATE ENROLMENTS

Enrol now at <http://theglobalassistant.com/future-skills>

## DURATION

### 4 CONSECUTIVE WEEKS

Group sessions commence at the beginning of designated month.

## SESSION SCHEDULE

### 8 SESSIONS PER YEAR

February, March, May, June, August  
September, October, November

Enrol any time and select the session to onboard on confirmation of your booking.

ALL ENQUIRIES

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# GLOBAL TESTIMONIAL HIGHLIGHTS



*I loved every minute of this Masterclass. In particular, the coaching sessions helped me to deepen and systematize knowledge and procedures that I was already putting into practice for common sense and experience, giving me a new awareness and passion for my work. Thank you!*

— **Fiorella Busanca, Executive Assistant to Chief Commercial Officer and to the Chief Marketing Officer presso FURLA - ITALY**



*"The Power EA Masterclass helped me understand the global business aspect of my organization. Since participating in the e-program last year, I have felt my skillset has grown. I am now more visible within my organization in terms of the value I contribute. I've learnt the skills and practical methods that have empowered me to continue to thrive in my role. I strongly recommend it!"*

— **Luiza Jarocki, Executive Assistant, HSBC Technology & Services - USA**



*After recently completing The Power EA Comprehensive E-Course I would highly recommend anyone who is serious about their career to sign up! Not only will you learn new skills but have the support of a passionate and ex-high level C suite EA who offers so much support and encouragement and in this crazy world, we all need a bit of that!"*

— **Sue McComasky - Senior EA to CEO, GHD, and former President, Australian Institute of Office Professionals (AIOP) - Australia**



*I signed up for the course not sure what to expect but found the level of detail, course content and pace of the tutorial's really good... some of the templates, descriptors and also observations were an amazing eye opener and I can say will only help and elevate my experience as an EA.*

— **Irene Coughlan, Senior Executive Assistant, Coca Cola Europe - Ireland**



*LOVED LOVED LOVED the course. Thank you again!*

— **Vanessa Jacobsen, EA to the CEO, FujiXerox, New Zealand**



## PROGRAM ONLINE DELIVERY - HOW IT WORKS

Module content is staggered over four weeks and released in easy-to-manage, online lectures on the Global Assistant Online learning platform. Each step is guided by the program moderator who partners with you and your fellow participants throughout the four-week period.

Each module contains a series of short, easy-to-follow, self-paced lectures, a test-your-knowledge assessment and takeaways for reflection and discussion during weekly virtual sessions. Set yourself up for success! Register your Global Assistant Student account for free.

### COACHING

You will have an invaluable opportunity to validate and reinforce your learning through group coaching sessions at the end of each week/completion of each Module. All resources are made available during the period of enrolment.

### VIRTUAL WORKSHOPS

At the end of each week, you are invited to attend a virtual coaching session which serves as a 'wrap-up' of the Module's lessons and provides the opportunity to workshop various case studies and 'real-world', practical situations. The workshops are offered in different time zones, depending on the groups' locations. We kick off with a short presentation on the topic of the week followed by discussion and Q&A. Depending on the topic, guest presenters and subject matter experts may form part of these virtual workshops.

### TRY JUST ONE MODULE

If you're not yet ready to undertake the complete Power EA International Masterclass, try Module 1 first. Module 1 can be taken as a stand-alone e-course without committing to the full 4-week program. If you like where the program is taking your learning and want to continue to enrich your experience upon completion of Module 1, you can continue your transformational learning by upgrading to the full Power EA Masterclass program. You'll only pay the difference in enrolment fee.

### ONLINE COMMUNITY

You'll have access to The Power EA online community on LinkedIn to interact with global peers on the topics covered, ask questions and seek further perspectives to further your global learning.

### AFFORDABILITY - OUR PROMISE

**The Global Assistant Online** offers affordability and "all-inclusive" course fees. This means you don't need pay extra for coaching components offered as part of our courses. We accept major credit cards offering users the option of paying in four currencies - AUD Australian Dollars (inclusive of GST), USD United States Dollar, GBP British Pound or EUR Euro.

### ALL ENQUIRIES

We welcome all independent and corporate enquiries at [learn@theglobalassistant.com](mailto:learn@theglobalassistant.com)



INTERNATIONAL  
BUSINESS PROTOCOL

THE GLOBAL ASSISTANT  
ONLINE

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