



Executive Assistant
ACADEMY

ESSENTIAL BUSINESS MANAGEMENT AWARENESS AND UNDERSTANDING



PROFESSIONAL DEVELOPMENT SERIES

Executive Assistant Academy
02 8402 5000
training@ExecutiveAssistant.com
www.ExecutiveAssistant.com

OVERVIEW

Business awareness is essentially your comprehension and understanding of how an organisation operates and how it is influenced by internal factors as well as market conditions plus local, national and global politics and economics.

This managerial knowledge allows EAs and PAs to understand what their executives key challenges are and to understand the decision making process within an organisation.

This course will provide EAs and PAs with a sound understanding of management and business awareness, as well as providing a comprehensive understanding of industry knowledge and legal awareness. Mastering these three fields will add immense value to EAs and PAs. These skills will thus help the EA/PA to become self-driven, indispensable and almost impossible to replace.

WHO SHOULD ATTEND

- CAREER EAs AND PAs WHO WISH TO BOOST THEIR CAREER AND BECOME A CRUCIAL COG IN THEIR ORGANISATION
- ALL EAs AND PAs WHO WANT TO ACQUIRE BUSINESS MANAGEMENT SKILLS
- EAs AND PAs MANAGING THEIR EXECUTIVE'S OFFICE AND WHO WANT TO BECOME INDISPENSABLE
- 'STEPPING-STONE EAs' WHO WANT TO UTILISE THEIR EXPERIENCE AND KNOWLEDGE TO GET TO OTHER ROLES WITHIN THEIR ORGANISATION OR INDUSTRY

COURSE OBJECTIVES

- ACKNOWLEDGE AND UNDERSTAND THE INTERNAL AND EXTERNAL FACTORS DETERMINING THE PROFITABILITY AND COMPETITIVENESS OF THE ORGANISATION
- DEVELOP A CLEAR AND EFFICIENT METHODOLOGY TO QUICKLY GAIN A SOUND INDUSTRY KNOWLEDGE AND KEEP IT UPDATED
- UNDERSTAND THE LEGAL REQUIREMENTS AT STAKE AND WHAT TO DO WHEN LEGAL RISKS ARISE
- USE OTHER STAKEHOLDERS' KNOWLEDGE IN THESE THREE FIELDS TO DEVELOP YOUR OWN ACUMEN

COURSE CONTENT

This course contains 2 detailed modules that will equip students with essential skills to gain a managerial level business awareness.

THE COURSE MODULES COMPRISE OF:

BUSINESS ACUMEN:

this comprehensive session will cover basic economic principles and provide an understanding of corporate finances of businesses. The module will examine detailed industry knowledge, and also provide students with basic commercial legal awareness

PRINCIPLES OF BUSINESS MANAGEMENT:

this detailed module includes the principles of strategic planning, people performance, priorities management and business development, as well as providing insight into the compilation and principles of operational plans

DURATION

2 DAYS

EAN MEMBERS

\$1500 PLUS GST

EAN ASSOCIATE MEMBERS

\$1750 PLUS GST

NON MEMBERS

\$1750 PLUS GST