

## The 2023 EA Signature Series

The Visionary Executive Assistant

Melbourne – Sydney – Brisbane

### The 2023 EA Signature Series has been designed to provide your Executive Assistant with:

- A clear understanding of the impacts of new technologies (including AI and Cyber-security) on Executive office productivity and security
- A proprietary framework for EAs to maximise their Executive's time on high-value tasks whilst minimising unnecessary disruptions
- Techniques to ensure cohesive connection between the Executive office and the broader organisation
- Networking and knowledge sharing opportunities with EAs across the State
- The ability to align Executive and organisational outcomes through working strategically
- Strategies to balance well-being and manage stress, whilst increasing productivity in the Executive office
- A vision of the future of the EA role and how to prepare for its evolution

Executive Assistant Network are one of the first organisations dedicated to EAs globally. We have educated, supported and advocated for EAs and the Executive Partnership for the past 18 years. Our EA Signature Series provides unprecedented exposure to world class speakers presenting on current topics and themes relevant to every EA, Executive and organisation.

The past few years have shown the need for new ways of working, requiring new skills and an upgrading of the fundamentals. Hybrid working and uncertainty have become the norm, and the EA and Executive Partnership is even more important than ever before.

Too often this essential partnership fails to reach its full potential. As an executive, your time is best spent focused on the high-value tasks requisite to your role. Your EA's primary focus is to maximise your ability to do this, and remove the distractions and minutiae better handled elsewhere.

EAN believe the measure of a great EA is the productivity and effectiveness of their Executive. Statistics show when this relationship runs well, the executive's productivity increases significantly. Skills and knowledge of the EA are just one part of the overall picture, the nature of this essential partnership is also key.

We have developed a proprietary framework for EAs to apply and garner these exponential benefits within your workplace. Research shows the pandemic has driven a more complex and urgent need for upskilling in a broad range of areas.

The **2023 EA Signature Series** has been specially designed to cover all of these requirements and more. Developed with the time-poor professional Executive Assistant in mind, the EA Signature Series minimises any disruption to the Executive Office. The series consists of two half-day sessions, ensuring your EA has the required availability to handle the day to day and still be able to attend this face-to-face series.

**Day One** – Focused on future-proofing the Executive Office. This day covers themes on the future of working; adapting to AI; the EA role in cyber-security; the EA as the *Relationship Hub* in the organisation, and working strategically. Your EA is the one who connects you to the rest of the organisation, and in the new hybrid working world, being internally connected is paramount.

There will also be an evening networking event where your EA will network and connect with their peers in your state.

**Day Two** – Focused on future-proofing the Executive Assistant. We look at the *Human-skills* required to build a long and successful professional career. This includes team dynamics, resilience, communication, employee well-being.

When we talk about well-being, we are also addressing the EAs role in the well-being of their Executive and the broader team. Often, if an executive burns out, their EA will also be close to burning out. We recognise the dynamics of this interdependent partnership and how the EA can influence and adjust their working style to benefit your own well-being.

We want your EA to return to your office energised with renewed vigour and focus, and the ability to implement changes that will benefit you, your productivity, efficiency and overall well-being.

Thank you.

The EAN Team  
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[www.ExecutiveAssistant.com](http://www.ExecutiveAssistant.com)