

The EA Signature Series
Melbourne – Sydney – Brisbane
Executive Assistant Network

- A Strategic approach to Executive Office Management
- Greater efficiencies and increased productivity
- Minimal time away from the office
- Networking and knowledge sharing opportunities with EAs across the State
- Delivered by world-class Professional Speakers

Too often we see the essential team of the EA and executive fail to reach its full potential. As an executive, you are one of the ultimate powers within your organisation, as a result you also face challenges and issues that many don't recognise. The backup and partnership between you and your EA is essential for the smooth running of your office and even your own role within your organisation.

The EA & Executive partnership improves effectiveness, efficiency and, essentially, productivity coming out from the executive's office. Stats show that when this relationship runs well, the executive's productivity goes up by over 80%. Skills and knowledge of the EA are just one part of the overall picture, the nature of this essential partnership is also key.

Great EAs proactively look for ways to improve their skills and this development, coupled with knowing they are working towards the top of their potential, are essential to ensuring your EA is truly engaged. Research showing the pandemic has driven a more complex and urgent need for upskilling in whole new areas. The EA now needs to adapt to new responsibilities and grow skillsets more than ever before.

Further, in this current climate, where the *great resignation* is hitting Australia, the difficulty of recruiting replacement staff is up by 68% from last year (per *National Skills Commission*), ensuring your essential EA is engaged and present is paramount.

The good news is, the **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 Signature Series minimises any disruption to the Executive Office by your EA able to attend packed half-day sessions scheduled over several months. This ensures your EA has the required availability to handle the day to day and still be able to effectively take time out to develop and enhance their skills and knowledge.

Day One – Focused on the Executive and understanding your perspective within the organisation, this day provides some valuable insights and skills development. Taking a top-down view of the organisation aids in better aligning priorities accurately and provides a much greater understanding for where miscommunications can occur. It's a valuable reminder for the EA that their role is all about the Executive and the productivity of the Executive Office. As a result, they will be able to work more seamlessly with you as a team, with other executives, and with your stakeholders. They will be that essential thread of communication and cohesion that runs throughout the organisation.

Day Two – The theme for this day is **Corporate Culture**. We have chosen this theme for a number of reasons, firstly, corporate culture is determined from the top down, and EAs are in the most connected organisational position, whilst also forming a key part of the executive office. Therefore, the EA is in the prime position to help amplify and drive a positive Corporate Culture to the wider organisation.

Current recruitment data shows there is a significant skills shortage in Australia with up to 15% of roles remaining vacant for over 90 days. More significantly, 38% of current employees report being “*open to a career change*”. One factor that stands out is people are no longer willing to stay in unsatisfactory jobs. A positive corporate culture is a key influencer in attracting and retaining staff. We look at the EA's role in amplifying Corporate Culture and ways to support it.

The EA is an untapped resource in your Corporate Culture strategy. Driving your organisation's culture via the EA will positively benefit, you, your team and wider organisation.

Day Three – The final day is focused on the well-being and resilience of the Executive Assistant. If the past two years have taught us anything, it's that challenges can rise unexpectedly and turn absolutely everything on its head. Being able to respond in a time of crisis, whilst maintaining composure takes experience. A line up of inspiring world-class speakers will share their stories of adversity and resilience and their lessons learned along the way. Whether it be a world-wide pandemic, or simply that an executive has missed their flight, being able to respond whilst keeping a level head is invaluable when a change of plan is required.

The three half-day sessions will be followed with an evening networking event to ensure the attendees connect with their peers in your state.

The EA Signature Series is presented by Executive Assistant Network, an organisation with over 15 years' experience connecting and supporting the Executive Assistant community in Australia and Internationally.