

THE WORLD HAS CHANGED - WHAT DOES IT MEAN FOR YOU?

With the advent of new technologies and a dramatic shift to new workplace practices, the EA role is under pressure to change as never before! In order to support our members through this transformation, we've developed the EA Signature Series.

*The **EA Signature Series** is three half-day sessions of condensed education and inspiration, focused on you and your Executive's needs and designed for the time-poor career EA.*

This year we are taking a "top down" approach. The single biggest positive change you can make in your role is to switch up your mindset. Get out of the weeds and start looking at the big picture first.

*In 2022 we're looking at your role from your Executive's perspective. We want to step into your Executive's mindset and create a whole of business approach to the EA role. In fact, we don't want you to think of yourself as an Executive Assistant, but rather as an **Assistant Executive**!*

So, spend the morning making sure your Executive is on track, then join us for three afternoons of motivation, education and inspiration.

***Day One** is not so concerned with inbox management techniques, the latest apps, or the many detailed tasks that contribute to your role. Instead, we look at the Executive mindset; how Executives think and what makes them tick. Enhance your ability to provide strategic, proactive support and impact both your effectiveness and your Executive's productivity.*

***Day Two** covers how you can have a pervasive impact on your organisations culture. Culture is built from the top down. Chances are your Executives spend most of their time in meetings away from the rest of the organisation. That leaves you as one of the most visible and connected executive positions in the organisation. You have the opportunity to influence and reinforce the entire corporate culture, and Day Two will address precisely how to do that.*

***Day Three** we focus on you; what inspires, motivates and drives you. We want to ensure you leave the series uplifted and re-energised to shape a better organisation and build a more resilient career (and have some fun along the way). next.*

This series marks the return of face-to-face events, so shake off the cobwebs and join us as we connect with our peers, develop professionally and focus on what's next.