

# From Executive Assistant to Assistant Executive!

Day One of our Signature Series looks at the Executive Assistant role from the top down. Too often, EAs are consumed with the day-to-day tasks, responding to, and putting out, the many small fires that break out in their business. And yet in today's increasingly digital and fast-moving business environment the role of the EA is becoming less about the day-to-day, and more about supporting your executive in the context of the bigger picture.

Today, we look at your role as it evolves from that of the Executive Assistant to what is more akin to an Assistant Executive! Taking the perspective of your Executive into your role will build the mindset for how the role will develop in the future.

We explore questions such as:

- How does your Executive see the world?
- What drives them and their priorities?
- What's the view like from the Board's perspective?
- Could you step into your Executive's shoes during a crisis?

## 1.00 PM WELCOME

### 1.15 PM HOW DO YOU THINK LIKE AN ASSISTANT EXECUTIVE?



The Modern Executive Office requires the EA to become more strategic and proactive. As the transactional aspects of the role become automated, the pressure will be on the EA to support their executive at this higher level. The traditional tasks and mindsets will need to be discarded and you will require a top-down approach to your role. Learn from a leading strategist how you can become more of an Executive, in both mindset and focus.

- Executive perspectives and why the view matters
- How do you become more strategic: what are the behaviours and thought processes that lead to smarter decision-making?
- Gain a new sense of confidence in your own strategic abilities with three simple questions that will help you think creatively, map out a path to success and take action.

by Rosie Yeo

### 2.00 PM UNDERSTANDING YOUR EXECUTIVE - THE VIEW FROM THE TOP



How well do you know your Executive and what makes them tick? From the things that keep them awake at night, to their decision-making processes. This session will look at the Executive perspective and how to translate that to your own priorities and behaviours.

- What do Executives know that EAs don't?
- Understand the intrinsic pressures that shape an Executive's thinking.
- Focus on Executive priorities instead of administrative ones.
- Understand how organisations work, what drives decisions, and what determines priorities.

by Martha Travis

## 2.45 PM TAKING AN EXECUTIVE POINT OF VIEW



This session challenges you to answer the question: what if I had to step into my executive's shoes?

Through this interactive and highly engaging session you'll discover how much you know about your business and your executive's priorities. By looking at real world case studies you'll be challenged to make decisions that will illustrate the knowledge and skills needed to become an Assistant Executive.

- Learn how to understand and communicate your business vision and objectives
- Gain insights into how the different components of a business can impact on its success
- Understand how and why most businesses structure themselves
- Discover the gaps in your knowledge that would help you become an Assistant Executive

by Padraig O'Sullivan

## 3.30 PM BREAK

## 4.00 PM LEADING AS AN EA



Stepping up as an EA requires you to have a mindset that acknowledges your leadership and authority within the organisation.

Imagine a crisis occurring and you're unable to contact any of the Executive team. Would you be able to make decisions responding to the crisis in their absence?

The highest performing EAs are able to do this, and do it well. Being able to step into your executive's shoes demonstrates the EA role at its most strategic.

In this session we'll address what it takes to have both the confidence and competence to stand and lead with authority in your organisation.

- Do you have the skills to step into your Executive's shoes during a crisis?
- What does it take to perform at a higher level?
- How to feel empowered when the stakes are high.
- High Performance Leadership skills.

by Roger Vertannes

## 4.45 PM SIMPLE, EFFECTIVE WORKPLACE COMMUNICATION



It is said that most problems in the workplace are communication problems. EAs understand the better they communicate, the better they operate. You need to get people aligned to what you (and your Executive) require them to do. Which isn't always easy.

Competing priorities and competing agendas all muddy the communication waters. To be an EA and communicate with authority takes a special type of approach.

It's the secret to cutting through the noise, changing culture, and being heard within the organisation. But with technology the main vessel keeping us all connected, are we relying too heavily on emails and texts for conversations that we should be having face to face?

This session explores ways to simplify messaging and the way we interact, to strengthen relationships within teams and ensure that nothing important is lost in translation.

by Jess Ridley

## 5.30 PM CLOSE OF SERIES

## 5.30 PM COCKTAIL FUNCTION

## 7.30 PM CLOSE OF DAY

"Success isn't always about greatness. It's about consistency"

Dwyane Johnson