



Executive Assistant
ACADEMY

ESSENTIAL TIME AND PRIORITISATION MASTERCLASS FOR EAS AND PAS

SELF MANAGEMENT AND SELF LEADERSHIP

Executive Assistant Academy
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OVERVIEW

Managing time and juggling priorities are essential skills for all EAs and PAs. Managing their executive as well as themselves and their workload, whilst dealing with constant interruptions of phone calls and emails means all EAs and PAs must master crucial skills in terms of time and priority management.

Time management relies on two pillars; self management and self leadership. By developing a structured and methodological approach, based on a sound understanding of self, time-management can easily become a mastered skill. This one day course teaches the personal skills needed for you to become a master of available time, and to enhance your prioritisation process and increase your efficiency.

WHO SHOULD ATTEND

- ALL EAs AND PAs WHO WANT TO MANAGE THEIR TIME MORE EFFECTIVELY AND ENHANCE THEIR PERFORMANCE
- ALL EAs AND PAs WHO MANAGE MORE THAN JUST THEIR OWN INBOX AND ARE RESPONSIBLE FOR ENSURING THE SMOOTH HANDLING OF VITAL INFORMATION FLOW
- ALL EAs AND PAs WHO STRUGGLE WITH MANAGING CONFLICTING PRIORITIES

COURSE OBJECTIVES

- LEARN THE BASICS OF PLANNING AND THE METHODOLOGY OF TIME MANAGEMENT
- MASTER THE ATTITUDES AND METHODS IN THE CONTEXT OF PLANNING
- IDENTIFY, ACKNOWLEDGE AND REMOVE TIME WASTERS

COURSE CONTENT

This course is delivered in 3 modules examining theories and practical examples of self management and self leadership. The course will help you develop structured and methodical techniques to improve your time management and self leadership skills.

THE COURSE MODULES COMPRISE OF:

SELF LEADERSHIP:

here we explore tasks performed by EAs and PAs at different stages in their career. We identify career opportunities and paths available to students, teach self-assessing skills, and explore strategies to acquire skills and knowledge

TIME MANAGEMENT:

this session looks at the value of time. This module will teach tools and techniques to help plan your time, how to overcome bad habits and avoid pitfalls

TECHNOLOGY AND TOOLS:

here we look at the various devices and tools available to help you plan your time and tasks more effectively and efficiently

DURATION

1 DAY

EAN MEMBERS

\$750 PLUS GST

EAN NON MEMBERS

\$995 PLUS GST

ASSOCIATE MEMBERS

\$995 PLUS GST