



Advanced Skills for Elite Personal Assistants and Executive Assistants

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This three-hour, instructor-led **Advanced Skills for Elite Personal Assistants and Executive Assistants Course** develops the strategic and interpersonal capabilities required for high-level executive support. Participants will learn how to anticipate and adapt to a manager's needs, demonstrate initiative, build business acumen and represent an executive professionally. The course also develops active listening, judgement and practical techniques for managing difficult people and challenging situations. Delivered live online by an experienced trainer, it is designed for established PAs, EAs and administrative professionals ready to increase their influence, confidence and organisational value.

What You'll Gain:

Elite EAs anticipate, adapt and earn trust as true partners to senior leaders. Strengthen the initiative, judgement and presence to elevate your performance and career.

Outcomes

After completing this course, participants will have learned to:

- Adapt to the manager's needs and style of working
- Take initiative when needed
- Develop basic business acumen
- Listen actively
- Represent your manager
- Handle difficult people and situations

Modules

Lesson 1: The Elite Executive Assistant/Personal Assistant

- What is an Elite Executive/Personal Assistant?

Lesson 2: Advanced Time Management and Prioritisation

- Time Management Techniques

Lesson 3: Relationship Management and Confidentiality

Lesson 4: Project Management and Coordination

- Building Rapport and Managing Relationships
- Confidentiality
- Requirements based on Classification Level

- Key Principles of Project Management
- Working with Multiple Business Functions
- Tracking Decisions and Action Items
- Internal Communication Tools
- Cloud-based Collaboration Tools
- Project Management Tools

Lesson 5: Work-Life Balance and Well-Being

- Your Well-Being
- Setting Boundaries and Saying 'No'

Investment

\$450.00

Upcoming dates

Thu 08 Oct

10:00 AM*

Wed 02 Dec

09:00 AM*

Wed 10 Feb

09:00 AM*

Thu 25 Mar

09:00 AM*

*Timezone: America/Los_Angeles