

EA ESSENTIALS PROGRAM

MAIN BROCHURE



INTRODUCTION

Short sessions designed to upskill Executive Assistants with the core behavioural and technical skills required to succeed in their role.

PROGRAM FORMAT OPTIONS

- 2 hour web-based virtual session

EXECUTIVE ASSISTANT BEHAVIOURAL MODULES



HIGH PACED PRIORITISATION

Executive and personal success is dictated by the ability to make high paced decisions and prioritise critical work. Explore and implement unique systems to effectively perform in this space.



DYNAMIC DECISION MAKING

Accelerate the speed at which you make decisions for the business and your manager using proven Executive critical thinking skills to meet the demands of your high paced environment.



POWERFUL PERSUASION

Our success in organisations is measured in how we are able to achieve results through others. Critical to EAs is the art of mobilising people to do what you need, when you need it.

EA ESSENTIALS PROGRAM

MAIN BROCHURE



EXECUTIVE ASSISTANT BEHAVIOURAL MODULES



RECALIBRATING EXPECTATIONS

Rebuilding or rebranding the role of an Executive Assistant is crucial. The ability to confidently extract, readjust and recalibrate other's expectations is crucial to all levels of business success.



INFLUENTIAL COMMUNICATION

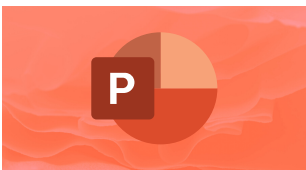
Everyday, our communication methods decide how our message is interpreted. Capitalising on Influential moments to get our messages received as intended to meet every need in the business, is the heart of this session.

EXECUTIVE ASSISTANT TECHNICAL MODULES



MS TEAMS

Communicate effectively with Executives to formulate quick and correct actions. Discover Teams as a communication tool, file-sharing hub, and powerhouse for MS applications.



MS POWERPOINT

Presenting information to Executives in a clear and engaging manner is pivotal to ensure they understand the value and importance of what you're communicating.



MS EXCEL

Transform your Executives' data into meaningful information that solves the unknown. Learn to utilise formulas correctly and save time by optimising your workflow.

EA ESSENTIALS PROGRAM

MAIN BROCHURE



EXECUTIVE ASSISTANT TECHNICAL MODULES



OUTLOOK ESSENTIALS

Managing your Executives tasks effectively can be the difference between a productive and an ineffective day. Learn how to save time in Outlook through shortcuts, automations and, best practices. This module requires 2 x 2 hour sessions.



MS WORD ESSENTIALS

Creating appropriately branded documents, reports, and, minutes for an Executive is an essential part of an EA's role. EA's will discover how to work effectively and learn MS Word's powerful productivity features. This module requires 2 x 2 hour sessions.



MS ONENOTE

Never miss a key detail from your Executive with organised note taking. Collaborate your workbooks and discover how OneNote integrates with other MS applications.



PLANNER

Organise tasks with an Executive in a visual manner to ensure they are on track with their progress. Learn how to integrate Planner with MS Teams and the To Do App.

EXECUTIVE ASSISTANT ACCESSORY TECHNICAL MODULES



ONEDRIVE & SHAREPOINT

Understanding when to correctly save a file in OneDrive and SharePoint to reduce file-sharing issues and, ensure your private files are secure. This session has a duration of 30 minutes.