



Adam Fidler Academy

ADAM FIDLER ACADEMY PROGRAMME DATES:

Autumn 2023

5 Sept	Introduction to Corporate Governance	Manchester
8 Sept	Level 3 Project Management	Manchester
12-13 Sept	Level 3/Level 4 Role of the PA/EA	Manchester
25-26 Sept	Level 3 Executive Presence and Partnering	Manchester
28-29 Sept	The Strategic Executive Assistant (Level 4)	Manchester
3-4 Oct	Get Ahead as an Executive PA (Level 3)	Manchester
5 Oct	Level 3 Human Resources	Manchester
6 Oct	Annual Learning and Collaboration Day	Etihad Stadium
9-10 Oct	Level 4 Commercial/Business Awareness	Manchester
12-13 Oct	The Strategic Executive Assistant	London
16 Oct	Level 3 Mastering Minute-Taking	Manchester
17 Oct	Level 3 Managing Your Workload	Manchester
19-20 Oct	Level 5 Leadership and Management	Manchester
26-27 Oct	Level 3/Level 4 Role of the PA/EA	West Suffolk
31 Oct	Level 3 Introduction to Finance for EAs	Manchester
2-3 Nov	Level 3/Level 4 Role of the PA/EA	Manchester
7-8 Nov	The Strategic Executive Assistant (Level 4)	Manchester
13 Oct	Level 3 Business Writing	Manchester
16 Nov	The Strategic Executive Assistant (Level 4)	Dublin
17 Nov	The Strategic EA – Returners (Level 4)	Dublin
20-21 Nov	Business Support Manager (Level 5)	Manchester
23 Nov	Level 3 Mastering Minute-Taking	Manchester
24 Nov	Level 3 Introduction to Finance for EAs	Manchester
27 Nov	Level 3 Project Management	Manchester
29-30 Nov	Get Ahead as an Executive PA (Level 3)	Manchester
1 Dec	Alumni and Networking Day – with lunch	Manchester
4-5 Dec	Level 4 Commercial/Business Awareness	Manchester
8 Dec	Level 5 Leadership and Management	Online
11-12 Dec	Level 4 Management Skills	Manchester
13 Dec	Level 3 Mastering Minute-Taking	Manchester

The programmes and dates shown in **blue type** are dates when students can start the EA Diploma, Level 3 EA, Level 4 EA or Level 5 Diploma qualifications. **Please email us for more information at adam@adamfidler.academy**

(Updated: 20 August 2023)