



How to work effectively with your Executive Assistant

Level

4

This interactive and highly practical workshop is aimed at executives and leaders who want to work effectively with their Personal Assistant (PA) or Executive Assistant (EA).

The workshop covers tried and tested models to lay the foundation between the boss and the EA to work in partnership.

It includes theories and strategies, which can be applied as a best-practice guide, to help executives who are new to having executive support, or those who want to enhance the support their existing PA/EA provides.

Adam Fidler's 'Boss/EA Partnership Model™' is explained with application to build a strong alliance between the boss/EA when back in the office.

At the end of this programme, executives/leaders will know:

- What the role of the modern EA/PA really is, compared to more traditional forms of executive support.
- How the EA/PA role supports and legitimises strong leadership.
- The EA/Boss Partnership Model™ to effectively work with, and get the best out of, your Executive Assistant.
- Practical tools and ways of working.
- Moving your EA from being efficient, to being effective.
- The three levels of engagement with your Executive Assistant.
- Next steps and implementation when back in the office.

Course duration:

2.5 hours – 3 hours, including comprehensive course materials.

Venue:

Online, in the client's place of work, or at Adam Fidler Academy in Manchester.

Course costs:

Please enquire

Course dates:

For course dates and availability, please email us: adam@adamfidler.academy

Supporting documents:

'Take your Executive Assistant into Partnership' (Adam Fidler Academy, 2023).