

Essentials for EAs and PAs Advanced

Overview

Being an effective EA & PA in today's challenging and changing world is key to the success of executives and business areas alike. This advanced level course looks to enhance core skills including prioritisation, dealing with conflicting demands, managing tight deadlines, influencing others and building positive relationships. This workshop looks to build key skills and provide a number of hints and tips to enhance credibility and effectiveness. This workshop also provides a great opportunity to share knowledge and experience with other experienced EA's and PA's in the public sector - what works, what doesn't!

Competency Framework:

First Line Manager Core
(ASO2 – ASO5)
Middle Manager Core
(ASO5 – ASO8)

Facilitator:

Maree Upton

Duration:

1 full day
9:00am – 4:30pm
(8:45am registration)

Dates:

Please refer [here](#).

Location:

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions:

Comprehensive workbook, morning tea, afternoon tea and refreshments.

Cost:

Professional Member: \$460
State Gov. Member: \$495
Corporate Member: \$505
Non-Member: \$575

Contact:

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Content

Topics to be covered include:

- Identify new tasks, responsibilities and attributes of an effective EA & PA in a changing world.
- Apply techniques to assist with efficient and effective planning and prioritization for self and others (including diary management and communication).
- Maintain and influence stakeholder relationships both in and out of the public sector for a positive outcome.
- Understand the importance of keeping personal knowledge up to date to anticipate Executives needs and demands.
- Develop systems that support the administration of key documents, policies and agendas.

Outcomes

Participants will build on their existing knowledge and skills to ensure they are up to date with current standards in Executive Administration.

Who should attend?

This workshop is suitable for experienced EA's & PA's within the public sector. This workshop follows on from the Essential Skills for EAs and PAs and will update specific skills and techniques to deliver superior performance.

Benefits to you and your organisation

- Build personal capability and confidence to work more effectively.
- Share success stories and challenges with like-minded individuals who are working in a similar role or capacity.
- A more confident, skilled EA or PA who can provide a superior level of service to all stakeholders and customers alike.

Testimonial:

"Well run workshop and delightful opportunity of exchange between participants."
– 18 August 2017