



The Role of the Executive Assistant

CPD Accredited Programme

FAQs

- What is the role of an Executive Assistant?
- How does it differ from the Personal Assistant role?
- How can I progress my career to become an Executive Assistant?



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Skills Needed for Senior Level Position

Explore the skills and capabilities executives are looking for in their executive assistant

Identify and add them to your toolbox to progress within your roles

Uncover the secrets of the EA role and how EAs work and support their executives

Learn from the career journey of the former EA to the Chairman of BT plc, Rosemary Parr



Modules

Module 1: Working for Directors & the Board

- How to be 10 steps ahead of your Executive
- Client Management
- Managing your Day
- Critical Thinking Skills & Problem Solving
- Time Management
- Questionnaire & Decision Making Style
- Assessment

Module 2: Strategy, Corporate Governance & Financial Awareness

- Understanding organisations and how Business Strategy is set
- Corporate Governance and the Role of the Chairman, CEOs & Boards of Directors
- Managing Board Packs & Meetings
- Increasing your understanding of financial terminology

Modules



Module 3: People Management, Delegation & Relationship Building

- Review the fundamental aspects of People Management
- Working with Teams
- Art of Delegation,
- Building Emotional Resilience
- Developing your Interview Skills
- Managing Junior Staff

Module 4: The Executive Assistant Business Partner

- Explore the qualities required of a C-Suite Level Executive Assistant and bring those qualities into your current role
- Discover ways to develop the business partnership between you and your Executive e.g. representing your Executive at meetings and events, taking on additional projects, increasing your business acumen
- Complete an assessment on the 11 Qualities of a Manager
- Upgrade your professionalism and bring leadership and recognition to your executive Assistant role

Learning Outcomes

Booking & Pricing

To Book: email
enquiries@globalpa-
association.com or call 0800
043 0258

Cost: Online £288 inc. VAT. On
completion you are eligible for
the CPD Standards Office
Certificate

‘Role of the Executive Assistant’



The CPD Standards Office
CPD PROVIDER: 11008
2020 - 2022
www.cpdstandards.com



<https://www.globalpa-association.com/>

Testimonials



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“I definitely found the course to be a benefit and it made me rethink a few things in terms of how I view myself and my career. I have far more strengths than I realised or gave myself credit for, so I need to get over that modesty and be a better advocate for what I know I am capable of achieving. I have shared some of the information with my Manager and we are discussing a plan for my development during my upcoming performance review. Now that I have had a few weeks to review the course materials and evaluate myself, I have a clearer idea of what I need to work on and ways to further develop my strengths.”
Tara, Sun Life, Canada

“I thoroughly enjoyed the EA course – really fun to listen to Rosemary’s career stories too and chat with other EA’s from around the world. Lots of really useful hints, tips and support offered. Especially pertinent for me and a welcome distraction from life as an Executive PA in the NHS at the time of Covid. Great to be able to focus on my own development at such a difficult time for us all. Loved it and would totally recommend the course – thank you Rosemary.” Donna, NHS



<https://www.globalpa-association.com/>