Executive Assistant Superclass

A workshop for experienced Executive Assistants to brush up on some key skills in the workplace

"Interaction, plenty of time for discussion, workbook excellent, Sue's easy style" – EA DBCDE

The Executive Assistant today is the most critical person in the management team. They perform the functions of manager, coach, confidant and cheerleader with efficiency, and in most cases a smile. This workshop will build on the skills you already have and introduce you to some relevant topics and some of the latest training for EAs. This workshop is aimed at Executive Assistants with at least two year's experience in the role.

Overview

This workshop will run over two days one week apart and will include a number of sessions in areas that all EAs need to be proficient in. We will use specialist trainers with Government and many years training experience. Discussions and networking with other EAs will also make this a valuable experience.

Components

Day 1- Personal Skills

1. The Professional EA – Career Path, Communication Skills,
2. Managing your team – Up and Down
3. Leadership and Teamwork
4. Stress Management and Motivation
5. Action Plan

Day 2 – IT Skills

We will update you on the latest developments in MS Office

1. Outlook
2. Word
3. Excel
4. PowerPoint
5. Action Plan

Acorn Training and Consulting
74 Townshend St, Phillip ACT 2606
Ph : 6217 7000 Fax : 6217 7001
www.acorntraining.com.au

Testimonials – Day I

"Had a great day – excellent presenter, lovely lunch" – Colleen - EA Human Services

"Networking with others – sharing experiences" – Susan – EA - DFAT

"Very interactive – lovely to hear what other EAs had to say – Sharon – EA - FaHCSIA

"Learning so much being with other EAs – Amber – EA – Innovation

"Meeting so many nice people and learning from other EAs as well as Sue - Well facilitated, good content, nice lunch, good company" – Michele - EA – ACT Education and Training

"Very Informative – Well done" – Kerry – EA - ACT Gov.

Timetable – Day 1

9:00am	**WELCOME**
9.15am	Executive Assistant or Assistant Executive? Advancing Your Career Advanced Communication Skills Emotional Intelligence 101
10:15am	*Morning Tea (30 Minutes)*
10.45am	Dealing with difficult people and situations Working with a team Managing a busy workload Managing your manager
12:30pm	*Lunch (60 minutes)*
1:30pm	Planning for yourself and your manager Information flow Information overload tips Managing Interruptions from all sides
3:00pm	*Afternoon Tea (30 Minutes)*
3:30pm	Stress and self motivation Resilience Work/Life Balance
4:30pm	**Action Plan and Networking**
5:00pm	**Finish**

Timetable – Day 2

9:00am	**WELCOME**
9.15am	Outlook including; Planning, e-mail, tasks, contacts, categories Using Outlook as a productivity tool
10:30am	*Morning Tea (15 Minutes)*
10.45am	Excel including; Creating Better Charts, Working with Text and Data, What If Analyses.
12:30pm	*Lunch (45 minutes)*
1:15pm	Word Including; Multi-sectioned documents, Power of Tables, Working with Pictures, using and Managing Styles
3:00pm	*Afternoon Tea (15 Minutes)*
3:15pm	PowerPoint including; Creating a Modern Look, Adding Animation, Adding Graphics, Inserting a Movie Clip
4:45pm	**Action Plan**
5:00pm	**Finish**

Acorn Training

Acorn has had a long association with Executive Assistants going back over 15 years. We have always recognised their unique role in the APS and have developed workshops to suit including;

The New EA
Writing Skills for EAs
Productiv_IT with Outlook 2003 or 2007 for EAs
The Productive EA

This workshop takes the best of those programs and adds other useful skills and information which all EAs will find of benefit in their daily roles.

Enrolment Form –Executive Assistants Superclass

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip

Course date

Time: 9.00 a.m. to 4.45 p.m.

Attendee's name	**Email address**	**Date**(of workshop)
1.		
2.		
3.		
4.		

Organisation _____ Branch/Division _____
Address _____
_____

Phone No _____ Fax No _____

Payment Details

Total price $995x _____ attendees = $_____ $895 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No_____

Expiry date _____

2. Invoice

Signed off by _____ Name_____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

If you do not wish to receive these emails place remove in the subject line of a return email.