What Makes An Executive Assistant Exceptional?

An EA is a politician, a conflict-resolver, an intermediary, a negotiator, a diary manipulator, a crisis-manager, a life-coach, a tactician, a teacher, a friend, and a sounding-board. You are often the office-mother too. It's not an easy job, and it's certainly under-appreciated.

Your boss and your team ask a lot of you. And you deliver, and deliver, and deliver. You like your job, your colleagues, what you do: but you feel the pressure and want to deliver more value with less stress.

Do you recognise yourself here?

Do you want to move forward?

Then **now's the time to ask for a development course** that caters for all your written and unwritten requirements.

Dr Clare Howard's: 'From Great To Exceptional' Workshops

This 2-day workshop is about sharing experiences, overcoming barriers to success, figuring out how to move forward with your career, and applying new energy to your daily routine. From **Great** to **Exceptional** is an enriching course with personality, that motivates and super-charges your self confidence. This isn't the usual 'organising your diary' re-run. It's a personal development masterclass and coaching session run by the best in class to reinforce and boost your already impressive skill set.



Workshops Outcomes:

- Improve your expertise, knowledge and core skills mindset as an Executive Assistant or Office Manager
- Get up to date with support and best practice across your peer community
- Create an action plan to get you through your current concerns and difficulties
- Learn how to move from busy implementation to value-delivery. Reinforce your confidence, motivation, creativity and "can do" mindset to seek out challenges and change
- Prepare to deliver to the demands of current and future business working environments
- Move confidently forward into a future career armed with your new found knowledge
- And breathe... get strategies and tactics to help you manage stress and the pressures of the day job while striding forward into your future

You've already got the credentials, but don't stop there – let's move forward confidently to meet the challenges of today and the future. From Great to Exceptional. Together.

Academy28

Academy28, 28 The Academy, Lawn Lane, London, SW8 1GA
+44 (0) 777 3 800 741 • info@academy28.com

Why Is From Great To Exceptional Different?

Here's why From Great to Exceptiona is different

FGTE is not just another course; it's a course for life!

Powerpoint training, minute-taking courses, or even 'how to manage your time and your boss effectively' courses just don't cut it for today's Executive Assistant, Office Manager, Administration Officer. You're unique. You deserve a development programme that will support and challenge you to realise your potential. No matter what your issues and objectives are, ***Dr Clare Howard's*** masterclass has got you covered. Her workshop is supportive, challenging, evolving, and tailored for each programme to exactly suit the attendees.

Who is the Course Facilitator?



Dr Clare Howard is a fun and motivating facilitator whose experience shines through in her realistic understanding of what the PA/Executive Assistant role is. When you bring professional problems to Clare's FGTE course, she inspires new ways of thinking and helps you to solve them.

This is because Clare is the real deal.

She's an authentic change and talent progression consultant with 20 years experience in the professional development field.

She's coached leadership skills, talent development, change leadership, and cross cultural communications in top corporate organisations throughout Europe and the USA.

That level of expertise is hard to beat.

Despite her extensive experience, Claire remains fresh and enthusiastic with her attendees be they senior leadership teams, executive assistants or individuals who want to improve their effectiveness, deliver results, and become exceptional.

Think Ahead - What's Your Next Role?

Perhaps you've recently stepped up into a new role, or you want to take your career to the next level. Now more than ever you have to:

- work with and through people
- manage others and yourself
- build strong and effective relationships
- increase your impact and influence
- negotiate to win-win

Participants at ***Dr Clare Howard's*** previous From Great To Exceptional workshops have truly stepped out of their comfort zones. They are now delivering excellence as senior executive assistants to Vice Presidents, Directors, CEOs or stepped into roles such as business process managers, events coordinators, project managers, compliance managers, HR managers, business partners, and more.

Participant Feedback

"You will be pleased to know that after attending your course and based upon our discussion re long term goals and development I am pursuing my masters in Human resource management. Thanks a million!"
Carol, UK

"I think the most important thing was all the inspiration I got! And to feel more confident and to learn to value and appreciate my skills and contribution as most of the time the work you do as an executive assistant is 'invisible' and other people do not notice all the work you do before you are away or something is left undone. The way other perceive the PA role."
Pamela, Finland!

So what are you waiting for?

If you don't ask you won't get. You deserve it. Join us at our unique masterclass From Great to Exceptional... See you soon!

Academy28

Academy28, 28 The Academy, Lawn Lane, London, SW8 1GA
+44 (0) 777 3 800 741 • info@academy28.com