

## The 2024 EA Signature Series

### The EA Evolution – Looking Beyond AI

Technology is currently driving a major shift in how EAs can better support their Executives. This shift offers many opportunities, as well as pitfalls. The July Global Cyber-outage provides a stark reminder on the importance of building more resilient systems in an increasingly disconnected, digital world. This is also true for EAs, and a reminder to how they should approach their role in the modern workplace. They are the glue connecting the Executive Office to each level of the wider organisation, its teams and stakeholders. New ways of working are evolving which require enhanced skillsets and greater levels of sophistication to differentiate the obsolete from the new.

#### **The 2024 EA Signature Series has been designed to provide your Executive Assistant with:**

- A clear understanding of how AI and Automation will impact the modern Executive office, and how it can be utilised to enhance the EA role.
- How expecting disruption and change can equip an EA to remain composed and solution focused during turbulent times.
- How the EA can leverage their human advantages to develop a more resilient Executive support partnership, and connection across the organisation.
- Networking and knowledge sharing opportunities with EAs across the State
- Strategies to balance well-being, manage stress and develop a resilient mindset
- A vision of the future of the EA role and how to prepare for its evolution

The primary measure of a great EA is the well-being, productivity and effectiveness of you, their Executive. To fulfil that outcome EAs need to understand their place within the wider organisational ecosystem, especially during periods of disruption and change. How well they navigate these periods will determine how effective they can be at supporting you.

The **2024 EA Signature Series** has been specially designed to cover all of these requirements and more. Developed with the time-poor professional Executive Assistant in mind, the EA Signature Series minimises any disruption to the Executive Office. The series consists of two half-day sessions, ensuring your EA has the required availability to handle the day to day and still be able to attend this important face-to-face series.

### **Day One – Focused on the Workplace Evolution.**

This day covers themes on technology and other disruptors to the workplace. Specifically looking at AI and beyond, we identify the specific traits EAs need to ensure they retain high-trust and flexibility in the modern organisation. From the six-generational workplace, to connecting with local, remote and disparate teams, we ensure your EA is adapting to these new ways of working and building a more resilient Executive Support partnership.

There will also be an evening networking event where your EA will network and connect with their peers in your state.

### **Day Two – Focused on the Executive Assistant Evolution.**

We look at the *Human-skills* required to build a long and successful professional career. Your EA will be challenged to examine their role with a more considered and innovative mindset. By expecting disruption and change they will learn what it takes to maintain composure and focus using, what we call, *Strategic Sophistication*. EAs need to think differently, elevate their mindset, and capitalise on opportunities as they become available.

Executive Assistant Network are one of the first organisations dedicated to EAs globally. We have educated, supported and advocated for EAs and the Executive Partnership for the past 18 years. Our EA Signature Series provides unprecedented exposure to world class speakers presenting on current topics and themes relevant to every EA, Executive and organisation.

We want your EA to return to your office inspired and energised, looking for opportunities that will benefit you, your productivity, and the efficiency of wider organisation.

Thank you.

The EAN Team  
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[www.ExecutiveAssistant.com](http://www.ExecutiveAssistant.com)