

The Executive Assistant Professionals

SPECIALISTS AND CONSULTANTS FOR EA FUNCTION, CAPABILITIES AND DEVELOPMENT NEEDS

A specialised group of linked businesses targeted to supporting, developing and advancing the role of the Executive Assistant and the effective management of the executive office.

From individual career guidance and support to organisation wide capabilities, role structure and role function consulting, we have the combined skills, expertise and resources to meet the needs of any individual or organisation.

Executive Assistant Academy

Education and Training Experts for EAs and PAs

Public Programs

- Flagship Masterclass program
- Conferences
- Short courses
- Diploma courses

Distance Learning Diploma Courses

In House Programs

- Bespoke courses and programs, including career pathway programs
- Flagship Masterclass program
- Diploma courses

Executive Assistant Network

Membership community for EAs and PAs

- Web based resources
- Online community forum
- Regular peer networking events
- Member support services
- Online tools and guides

Executive Assistant Consulting

EA role, organisational structure & human capital consultants

- Role scope and function design
- Group or organisation wide ratio strategy and capacity planning
- Career pathway development
- Career guidance advice
- Position description development
- Performance measurement and evaluation criterion

From junior clerical staff through to advanced EAs with true executive business partners. Providing EA career pathway assessment, guides and plans.