

Executive Assistant Academy Diplomas



EXECUTIVE ASSISTANT NETWORK

Diploma in Executive
Office Management



EXECUTIVE ASSISTANT NETWORK

Advanced Diploma in Executive
Office Management

Why get a Diploma?

- Industry rationalisation
- Global technological changes
- Greater levels of competition – differentiation from your competition
- Career advancement – chase more senior roles
- Personal reward and satisfaction

Why Executive Assistant Academy Diplomas

The Executive Assistant Professionals

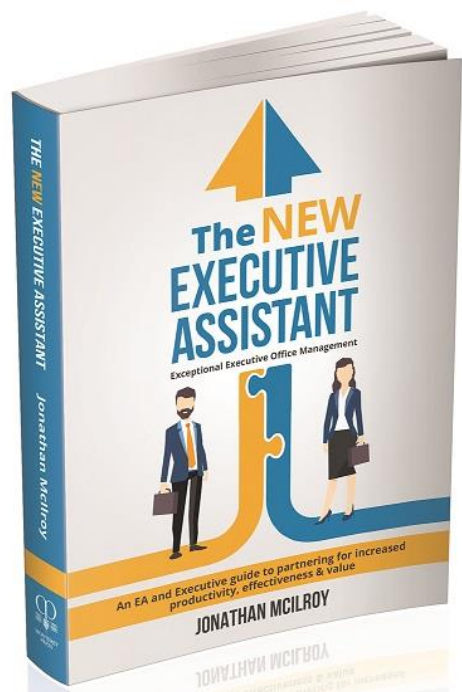
SPECIALISTS AND CONSULTANTS FOR EA FUNCTION, CAPABILITIES AND DEVELOPMENT NEEDS

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.

 <p>Executive Assistant Academy</p>	 <p>Executive Assistant Network</p>	 <p>Executive Assistant Consulting</p>
<p>Education and Training Experts for EAs and PAs</p>	<p>Membership community for EAs and PAs</p>	<p>EA role, organisational structure & human capital consultants</p>
<p>Public Programs</p> <ul style="list-style-type: none"> • Flagship Masterclass program • Conferences • Short courses • Diploma courses <p>Distance Learning Diploma Courses</p> <p>In House Programs</p> <ul style="list-style-type: none"> • Bespoke courses and programs, including career pathway programs • Flagship Masterclass program • Diploma courses 	<ul style="list-style-type: none"> • Web based resources • Online community forum • Regular peer networking events • Member support services • Online tools and guides 	<ul style="list-style-type: none"> • 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.



Executive Assistant Academy Alumni

Celebrating the students who have graduated with the Executive Assistant Academy Diploma Class

<p>DIPLOMA in Executive Office Management</p>	<p>ADVANCED DIPLOMA in Executive Office Management</p>
<p>Jessica Christman - 2018 Lindsey Davies - 2018 Naomi Kearns - 2018 Ashleigh Lovett - 2018 Narelle Patrick - 2018 Melanie Young - 2018</p>	<p>Casey Calvert - 2018 Serena Leopold - 2018 Erin Peisley - 2018 Emma Wood - 2018</p>
<p>Shari Amery - 2017 Jenny Araujo-Rodriguez - 2017 Catherine Beerworth - 2017 Janet Carrillo - 2017 Phoebe Cruickshank - 2017 Kelly Denis - 2017 Emily Gee - 2017 Stephanie Hanley - 2017 Nichola Hudson - 2017 Amy Johnston - 2017 Melissa Leech - 2017</p>	<p>Sigrid Armstead - 2017 Amanda Beatty - 2017 Yasmin Cameron - 2017 Bianca Chatillon - 2017 Caryn Crawford - 2017 Rebecca Clarke - 2017 Denise Dalglish - 2017 Inna Donaldson - 2017 Catherine Doutre - 2017 Kaylene Griffith - 2017 Angela Hagedorn - 2017 Sarah Hawkins - 2017 Mary Irwin - 2017</p>

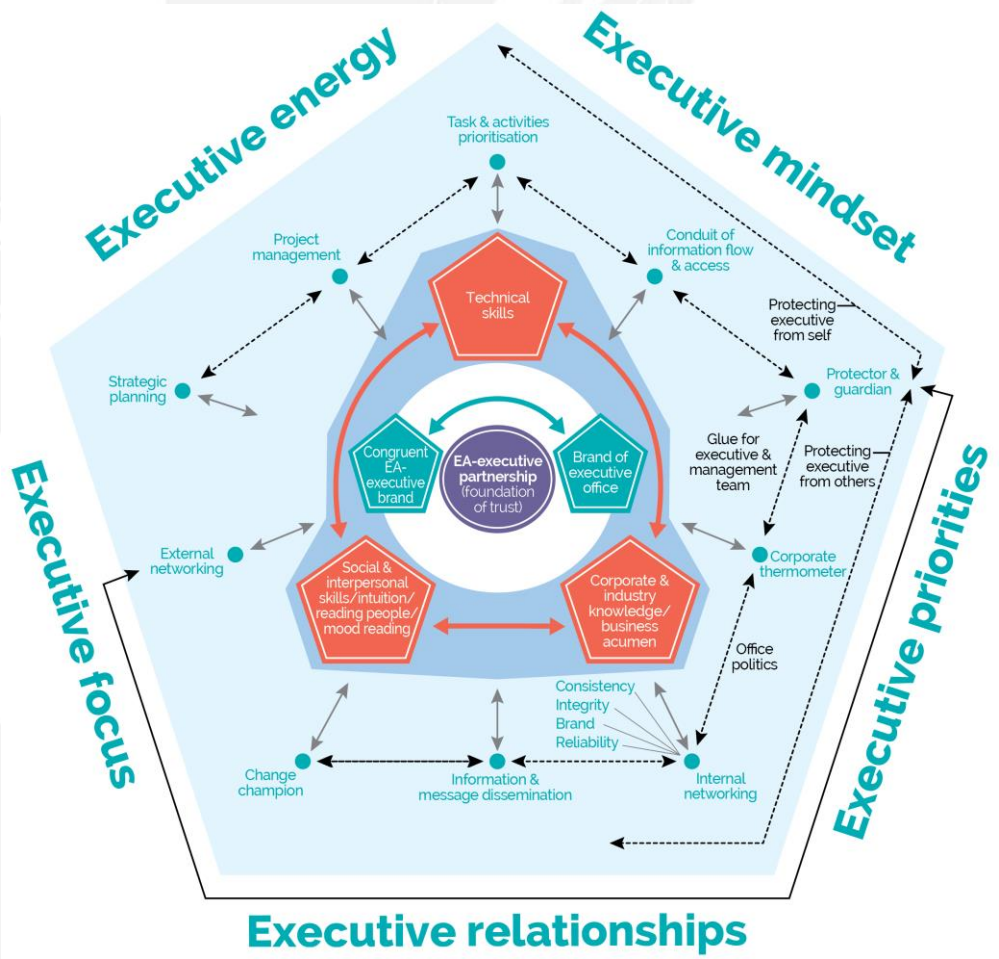
Industry Recognised and Nationally Accredited

- EAA Diploma in Executive Office Management
 - Includes Diploma of Leadership and Management BSB51915
- EAA Advanced Diploma in Executive Office Management
 - Includes Advanced Diploma of Leadership and Management BSB61015

EA Partnership Model

- Includes main elements from The Proactive and Strategic Partner - An EA Masterclass
 - Building Strong Foundations: The key to exceptional Office Management. Our flagship one-day program for EAs delivered from our EA & Executive Partnership Program
- Survey & follow up with executive
- Includes Trust Model and trust development program

EA Partnership Model



How our models impact our diplomas

- All the key elements of the EA role identified in the book and the model are included in the diplomas
- The diplomas provide the essential business acumen, technical business skills and knowledge, emotional intelligence and other soft skills EAs need to succeed at the highest levels

Key areas of study – the modules

Diploma	Advanced Diploma
Relationship building: The connected Executive Assistant	Building and strengthening the EA / Executive Partnership
Personal productivity: The productive and resilient Executive Assistant	Natural leaders: Strengthening leadership capabilities of Executive Assistants
Business writing & presentations: Fundamental executive office management skills	The language of the executive: Helping EAs understand the mindset of their executive
Diaries, meetings & minutes: Fundamental skills for the Executive Office	Governance, risk & compliance: guiding principles of managing an executive office
Conferences, events & projects: Seamless event & project planning for Executive Assistants	Future focussed: Change management & continuous improvement
Personal excellence: The emotionally intelligent Executive Assistant	Personal excellence: The emotionally intelligent Executive Assistant

Practical aspects

- 6 modules delivered roughly two months apart
- 6 assignments – one each per module (to be completed prior to next module)
- Study guides provided in modules to assist with each assignment
- 3 longer projects – timetable spread throughout course duration with aim to have them all completed by 3 months after last module session
- Observable behaviour checklists – to showcase new skills and knowledge
- Free conference attendance – year post diploma commencing

Assessment guidelines

- Because we understand EAs in a way that others don't, our diploma programs are designed to take into account your busy lives and fit in around your role
- Most assignments are designed to be applicable to your current roles so that you can directly apply your new skills and knowledge to develop further in the workplace
- You will be expected to research beyond the resources provided to you for your assignments
- We do provide indicative word counts to give you an idea of the expected size of submissions
- Most assignments will require you to work consistently over an extended period of time, so it is essential you can manage your time and priorities to meet deadlines
- For some assessments you will be encouraged to work in groups, but you will still have to submit your own copy of any group assessments and indicate the other parties in your group

Public course versus Distance Learning

- Same qualifications
- Same workbooks – some additional online resources and videos being developed for distance learning students
- Same assessments
- Same access to guidance from EAA staff
- Main difference – insight and guidance within training sessions from expert trainers
- Distance students – self paced but with encouragement to try and match public students deadlines

Question Time

