

Executive PA Masterclass

1. Characteristics of a high performance PA

- Understanding the business
- Aligning company mission with vision
- Working in harmony with the vision
- Good Communicator
- Efficient, Flexible, discrete, pro-active

2. Enhancing Productivity and Efficiency through Digital Tools

2.1 Introduction to Digital Transformation

- How technology is reshaping administrative roles
- The evolving roles of an Executive PA in the digital age

2.2 Essential Digital Tools

- Microsoft 365, Google workspace for collaboration
- AI –powered scheduling and automation tools

2.3 Cyber Security Awareness

- Protecting sensitive executive data
- Recognizing phishing and online data

2.4 Virtual Communication and Management

- Managing online meetings executive correspondences
- Digital etiquette and efficiency

2.5 Automating Administrative Tasks

- AI assistant for scheduling and reminders
- Digital documents and reports

2.6 Data Organization and Storage

- Best practices and for digital filing system
- Secure data storage and retrieval

2.7 Interactive Session and Q& A

- Hands-on demonstration of key digital tools
- Open discussion on challenges and best practices

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3. Success through Social Confidence Workplace Attitude

- Accelerating towards success
- Building Social Confidence
- Become confident in socializing in any setting
- Self-promotional presentation

4. Enhancing Your Managerial Potential & Workplace Etiquette

- Protocol and business etiquette
- Cultural sensitivity-breaking barriers created by cultural diversity
- Appearance and confidence
- Professionalism

5. Building Strategic Partnerships with your Executive

- Understanding the EA's Objectives
- Discovering your executive's daily priorities
- Applying forward thinking in your strategic partnership
- Emotional intelligence-developing self-leadership behavior

6. Blending in with the executives

- Developing the right skill-sets for an excellent Chief Executive Assistant
- Rules of successful delegation
- Increasing your leverage in the organization
- Working successfully with multiple leadership styles
- Prioritising demands of multiple executives

7. Managing your Executive's time

- Time management models for prioritising workload
- Effective email management and systems
- Diary management

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8. Communication Skills

- Communicating the message
- Problem solving through win-win negotiations
- Dealing assertively with others without causing harm
- Essential preparation for dialogue in the perspective of the other party's interest

9. Making yourself the radiance of the corporate brand

9.1 Building personal brand

9.2 Personal financial intelligence (The making of a wealthy PA)

- Personal transformation
- Money Mindset Programming
- Financial Planning
- The power of goal setting
- Expenditure tracking
- Developing a savings culture
- Using debts to create wealth
- Emulating the behavior of the wealthy people
- The wisdom of time management

FEES

The course attracts a fee of **790,000** per delegate, inclusive of tuition, documentation, morning and afternoon teas/coffee, lunch, certificate of attendance, airport pickups and drop offs, site visits and pre-arranged networking session.