Executive PA Training: Master Advanced Skills

21 – 25 December 2026
London (UK)



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Introduction

In today's fast-paced and highly demanding business environment, the role of the executive personal assistant EA has evolved far beyond traditional administrative duties. The modern EA is now a strategic partner, a trusted advisor, and a key contributor to executive performance and organizational success.

This intensive one-week program is designed to develop the advanced capabilities required to operate at senior leadership levels. It focuses on enhancing strategic thinking, strengthening professional communication, and building the flexibility and confidence needed to succeed in dynamic executive environments. Participants will gain practical tools and insights to support decision-making, improve efficiency, and deliver high-impact executive support.

Course Objectives

By the end of this program, participants will be able to:

- Build strong and effective strategic partnerships with senior executives
- Communicate with confidence and professionalism in executive-level environments
- Apply advanced time management and organizational skills
- Develop a strong leadership presence and personal brand
- Leverage modern digital tools and technologies to enhance productivity and performance

Course Outlines

Day 1: Strategic Partnerships and Executive Support

- The evolving role of the Executive Personal Assistant
- Building trust and long-term relationships with executives
- Anticipating executive needs and supporting decision-making
- Managing multiple executives and key stakeholders effectively

Day 2: Advanced Communication and Interpersonal Skills

- Professional business writing and executive correspondence
- Delivering impactful presentations and briefings
- Managing workplace relationships and resolving conflicts
- Applying emotional intelligence in professional settings



Day 3: Project Management and Organizational Excellence

- Applying project management tools in executive support
- Advanced time management and prioritization techniques
- Planning and coordinating executive meetings and events
- Designing efficient systems to improve operational performance

Day 4: Leadership Development and Personal Branding

- Developing leadership capabilities and executive presence
- Building and maintaining professional networks
- Creating a strong and authentic personal brand
- Strategic career development and growth planning

Day 5: Innovation and Technology in the EA Role

- Leveraging productivity tools and digital platforms
- Supporting digital transformation initiatives
- Managing virtual coordination and remote collaboration
- Staying updated with emerging trends in executive support

Why Attend this Course: Wins & Losses!

- Develop the ability to act as a true strategic partner to senior leadership
- Strengthen communication and influence skills in executive environments
- Gain practical tools to enhance productivity and efficiency
- Improve your professional profile and career advancement opportunities
- Build confidence in handling high-level responsibilities

Conclusion

This program is more than a professional development course—it is a transformation in how you approach the Executive Personal Assistant role. It equips you with the mindset, skills, and tools needed to operate with confidence, precision, and strategic impact.

By the end of the program, you will not only enhance your capabilities but also elevate your role into a high-value position—one that drives efficiency, supports executive decision-making, and contributes meaningfully to organizational success.

