



ADMINISTRATION AND SECRETARIAL | AS-009

# Executive Assistant Masterclass: Strategic Partner to Leaders

## Contact

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## Address

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# Course content

## Why Attend

Today's executive assistants are strategic partners who manage priorities, information, stakeholders and projects on behalf of senior leaders. The best EAs multiply their executive's effectiveness.

This Aractech masterclass develops advanced EA skills: partnering with executives, priority and diary strategy, managing information flow, stakeholder management and influence, project coordination, professional communication, discretion and using AI and digital tools. Participants build a personal development plan.

## Course Methodology

- Interactive workshops
- Case scenarios
- Role plays
- Tool demonstrations
- Personal action planning

## Course Objectives

- Build a strategic partnership with executives
- Manage priorities, diaries and decision flow
- Control information and communication flows
- Influence stakeholders on behalf of leaders
- Coordinate projects and events
- Use digital and AI tools to increase impact

## Target Audience

- Executive assistants

# Course content

- Personal assistants to senior leaders
- Chiefs of staff
- Office managers

# Course outline

## Detailed course outline

Day-by-day outline for Executive Assistant Masterclass: Strategic Partner to Leaders.

### Day 1 - The Strategic EA

- 09:00-09:45 | Evolving EA role
- 09:45-10:30 | Partnership with executives
- 10:30-11:00 | Understanding executive priorities
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Understanding executive priorities (continued)
- 11:45-12:30 | Professional brand
- 12:30-14:00 | Exercise: Role assessment

### Day 2 - Priorities and Diary Strategy

- 09:00-09:45 | Diary management strategy
- 09:45-10:30 | Meeting gatekeeping
- 10:30-11:00 | Decision preparation
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Decision preparation (continued)
- 11:45-12:30 | Time protection
- 12:30-14:00 | Workshop: Diary redesign

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### Day 3 - Information and Communication

- 09:00-09:45 | Email and correspondence management
- 09:45-10:30 | Briefing packs
- 10:30-11:00 | Minutes and actions
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Minutes and actions (continued)
- 11:45-12:30 | Discretion and confidentiality
- 12:30-14:00 | Exercise: Executive briefing

### Day 4 - Influence and Projects

- 09:00-09:45 | Stakeholder management
- 09:45-10:30 | Influencing without authority
- 10:30-11:00 | Project coordination
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Project coordination (continued)
- 11:45-12:30 | Events
- 12:30-14:00 | Role play: Handling a demanding stakeholder

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### **Day 5 - Digital Tools and Growth**

- 09:00-09:54 | AI and productivity tools
- 09:54-10:48 | Automation
- 10:48-11:00 | Career development
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Career development (continued)
- 12:12-13:06 | Wellbeing
- 13:06-14:00 | Capstone: Personal EA development plan

# Seminar dates

## Available seminar dates

Live dates and pricing for Executive Assistant Masterclass: Strategic Partner to Leaders generated from the course details page.

| Date                  | Location     | Format    | Fee    |
|-----------------------|--------------|-----------|--------|
| 9 - 13 November 2026  | Barcelona    | Classroom | €2,815 |
| 14 - 18 December 2026 | Paris        | Classroom | €3,825 |
| 18 - 22 January 2027  | Rome         | Classroom | €3,460 |
| 15 - 19 February 2027 | Kuala Lumpur | Classroom | €1,925 |
| 15 - 19 March 2027    | Barcelona    | Classroom | €2,815 |
| 19 - 23 April 2027    | Geneva       | Classroom | €4,315 |
| 17 - 21 May 2027      | Geneva       | Classroom | €4,315 |
| 21 - 25 June 2027     | Barcelona    | Classroom | €2,815 |
| 19 - 23 July 2027     | Cape Town    | Classroom | €1,625 |
| 16 - 20 August 2027   | Rome         | Classroom | €3,460 |

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| Date                   | Location      | Format        | Fee    |
|------------------------|---------------|---------------|--------|
| 20 - 24 September 2027 | Kuala Lumpur  | Classroom     | €1,925 |
| 18 - 22 October 2027   | Barcelona     | Classroom     | €2,815 |
| 15 - 19 November 2027  | Geneva        | Classroom     | €4,315 |
| 20 - 24 December 2027  | Geneva        | Classroom     | €4,315 |
| 9 - 13 November 2026   | Online / Live | Online / Live | €1,815 |
| 14 - 18 December 2026  | Online / Live | Online / Live | €1,815 |
| 18 - 22 January 2027   | Online / Live | Online / Live | €1,815 |
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| 21 - 25 June 2027      | Online / Live | Online / Live | €1,815 |
| 19 - 23 July 2027      | Online / Live | Online / Live | €1,815 |
| 16 - 20 August 2027    | Online / Live | Online / Live | €1,815 |
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