

THE EFFECTIVE EA TRAINING SUITE

Uniquely designed to create more choice in your learning

The Effective EA (Executive Assistant) training suite incorporates a variety of valuable topics to help you become an effective, efficient and successful EA or PA. The topics are delivered in three different formats to best suit your unique needs.



Learning in a Nutshell™ 1 hour power learning sessions

Short, sharp sessions designed to introduce the topic to the learner.

COST: \$55 per person (or bring a friend and **pay only \$44** each!)



Focus Sessions 3 hour in-depth workshops

Each focus session explores one topic in-depth and allows for interactive discussion and exploration.

COST: \$132 per person



The Effective EA Full 3 day master program

This 3 day program pulls together all topics within this suite to provide a full, informative program filled with a variety of subjects, learning delivery styles and interactive activities (Note: topics in the full program are not explored in quite as much depth as the Focus Sessions)

COST: \$792 per person

Costs include all training materials and are GST inclusive. Every learner in the Focus Sessions and Full Programs receive a complimentary book written by respected authors relating to the topic area/s.

Enquire now!

Contact our friendly MPS Training staff today, to book your place or to ask for a topic flyer. Be quick as seats are limited!

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MPS

training

TRAINING TOPICS IN THIS SUITE:

- Understanding the modern EA role
- Prioritising, scheduling and time management
- Email and diary management
- Organising business travel
- Event management
- Plain English business writing
- Interpersonal skills to communicate at all levels
- Influence and negotiation
- Developing a sixth sense (using your initiative)
- Upward management
- Dealing with stress, change and conflict
- Adapting to form the ideal partnership with your executive

IT'S YOUR CHOICE!

*'Taste-test' a topic in our Learning in a Nutshell sessions, **AND/OR***

*Custom-design your EA training by selecting your favourite topics in our Focus Sessions, **OR***

Immerse yourself in tips, theory and tools in our full 3 day 'The Effective EA' master program.

