



## FOCUS Session

# Understanding the Modern EA Role

Explore the skill-sets and attributes valued in a modern Executive Assistant.

MPS

training

*exceeding expectations*

EAs and PAs are more than clerical experts. They are strategists, negotiators, public relations representatives, promoters, organisers and the calming influence in hectic and ever-changing environments. This one hour power seminar will explore what is expected of the modern-day assistant and define what it is that makes a GREAT assistant. Topics include:

- Defining the modern-day assistant role
- Understanding, accepting and managing expectations
- Attitude!
- Promoting your executive and your organisation
- Perfecting your image

*'No one is more cherished in this world than someone who lightens the burden of another'. Author unknown*

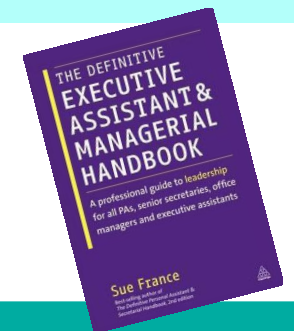
### LEARNING OUTCOMES

MPS Training Focus Sessions are designed for optimal discussion and interaction. Our trainers use current effective facilitation techniques to ensure all learning styles and thinking preferences are addressed to ensure every unique learner achieves the key learning outcomes:

- Defining the key roles of effective assistance in a modern day organisation
- Defining, adapting to and informing others of the expectations around the valued EA role
- Understanding and refining the attitude needed to become a 'super EA'!
- Creating and maintaining a professional image as a key representative of your organisation

**\$132 per person (GST inclusive)**

Includes training materials **plus a complimentary book: *The Definitive Executive Assistant & Managerial Handbook* by Sue France**



### VENUE:

MPS Training Centre  
Unit 9/141 Flemington Road Mitchell,  
ACT

*Check our website for course dates*

### Book now!

Contact our friendly MPS Training staff today, but be quick as seats are limited!

Ph | 02 6123 0500

E | [training@mpsolutions.com.au](mailto:training@mpsolutions.com.au)

W | [www.mpsolutions.com.au](http://www.mpsolutions.com.au)