



The High Performing EA

An intensive leadership development program dedicated to expanding EAs contribution, results and impact

Introduction to The High Performing EA

In the modern corporate space, the best 'Assistants' know their role has expanded far beyond what the name suggests. Whatever their title; Special Assistant, Chief of Staff, Executive Assistant or Personal Assistant, they are taking it upon themselves to upgrade their roles and become the linchpins in their organisation. Those that can see the future of work are developing themselves into thought leaders, strategic thinkers and empowering contributors to the success of their company.

The High Performing EA is here to help the driven and determined Assistants of today become exactly that. The result is a far greater impact throughout their organisation, the ability to provide high leadership support and a strengthened, collaborative partnership with their executive.

What you'll receive

- 8 days of live training with The EA Institute's Master Facilitators: **\$32,000 value**
- 4 hours of group coaching and mentoring: **\$1200 value**
- Lifetime access to online community and training material to support your growth: **Priceless**

Structure

The High Performing EA program is delivered in 2-day segments (with 8 days in total) over the course of 8 months. Each training session is specifically designed to transform how Executive Assistants solve problems, produce outcomes and lead others. (Please see training sessions on following page)

Measure of Success

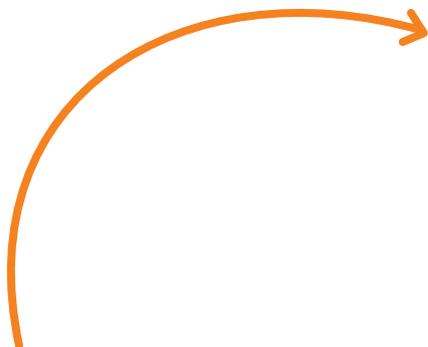
The Leadership Program

How we measure the program's impact, individually and for the business, is evidenced through the delivery of a "Leadership Project" which each participant takes on during the course of the program. These projects represent a commitment to deliver outcomes and results that are significantly beyond historical levels of performance.

The projects have several criteria:

- Related to participants' current accountabilities.
- Beyond what would be predictable to produce in the time frame they choose.
- Requires design and delivery of milestone results by the beginning of each program session which will be reported on and captured during sessions.
- Approval/sign-off and support from the participant's manager.
- Measurable using normal and accepted company standards.
- Makes a material difference to the division and/or company even if not fully delivered.

How we measure the program's impact, individually and for the business, is evidenced through the delivery of a "Leadership Project" which each participant takes on during the course of the program. These projects represent a commitment to deliver outcomes and results that are significantly beyond historical levels of performance.



*These are the 4
training sessions*

01 Session One: Creating The Extraordinary

No great work can be started without first setting clear intentions, goals and rewards. Session 1 allows participants to walk away sustainably motivated and inspired to take their abilities (and results) to the next level.

02 Session Two: The Structure For Success

What good is a goal without a plan to back it up? Session 2 allows participants to create a clear, empowering roadmap to take them towards tomorrow with complete confidence.

03 Session Three: The Breakthrough

The challenges we face on the journey of growth are clues for what we need to succeed. Session 3 sees participants break through the personal, strategic and leadership challenges they've been facing on the path to their goal - in a way that is replicable and repeatable for future success.

04 Session Four: Creating The Future

The achievement of growth and success are so much more inviting when we know they can be achieved regardless of circumstance. Session 4 sets participants up to create significant and effective change in their organisation despite challenges that would have previously held them back.



Testimonials



Alyssa Broomby,
Executive Assistant
to the CEO at Digital
Transformation Agency

“The EA Institute changed my life! Seriously! I could not dream up a more inspiring, challenging and encouraging six months of growth that I experienced through ‘The High Performing EA’

Thank you for your incredible mentoring, for helping me see what’s possible, for holding me accountable and for believing in me more than I believed in myself. I still can’t believe I did this! I am beyond ready for the future.

”

Brooke Werner,
Executive Assistant to
Chief Executive Officer
at Wilson Security

“Having recently completed The High Performing EA program, I highly recommend the course.

The facilitator is great, continually pushing me out of my comfort zone and I am now reaping the rewards not only in my work life but it also translates through to my personal life.

The course is well structured and has provided me with many new tools and strategies to use to help me lead at work.

”

Angela Marangon,
Executive Assistant to
CEO at TecsideGroup

“I would highly recommend The High Performing EA program. From our first conversation, I knew I would be pushed out of my comfort zone, in the best way possible.

As a graduate of The High Performing EA program, I have been amazed with how much the program can not only change my life professionally, but also personally.

The facilitator has the ability to truly empathise with your circumstances, help you to see the opportunities you have for change, provide you with the tools and empower you to make those changes yourself.

”

Brok McNally,
Executive Assistant to
the Chief of Staff at Office
of the Premier of Victoria

“The High Performing EA absolutely shifted gears for me both personally and professionally.

Key takeaways were really around seeing the possibility in my role and career more broadly, what opportunities I can create and what impact I can make. Another key takeaway was being able to identify what barriers exist, why they exist and how I can overcome them.

It’s hard to put into words how powerful the program was for me and the transformation in myself and my cohort from start to finish but if you get the opportunity to participate, I would 100% recommend it. I’ve not come across any other program like it.

”



Program Benefits

The growth in confidence and initiative experienced by Executive Assistants in the High Performing EA program is both significant and empowering. In the real-world, this translates to rapid advancements in:

- Speaking up and inspiring other Executive Assistants in the team.
- Creation and contribution to a high performing culture within their organisation.
- Coherence with their manager through a better understanding of business objectives.
- Driving change within the organisation exemplifying accountability throughout change.
- Autonomy in creating new, meaningful projects and tasks for their role.
- Commitment and contribution to ambitious business objectives, even when the path to delivery is initially unclear.
- Dramatic improvement of both personal performance and performance of team members in a measurable, tangible way.
- Confronting and resolving issues that were previously ignored or resisted.
- Sustainably engaging others in solving problems and achieving outcomes.
- Generating new ways of thinking, leading and working.

Get In Contact



Want to run this program
in house?

Email us at

info@theeainstitute.com.au

NLV

Verue Sourcing &
Negotiating Anywhere
At No Cost

Major sponsor for The EA Institute

