

HEY BOSS, LET'S TALK.

I want to participate in The High Performing EA Leadership program this year.
Have you heard of it?

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'.

ALYSSA BROOMBY
EXECUTIVE ASSISTANT
TO THE CEO AT
DIGITALTRANSFORMATION
AGENCY

The High Performing EA absolutely shifted gears for me both personally and professionally. It's hard to put into words how powerful the program was for me. I've not come across any other program like it.

BROK MCNALLY
EXECUTIVE ASSISTANT TO
THE CHIEF OF STAFF AT OFFICE
OF THE PREMIER OF
VICTORIAAGENCY

This course isn't about how to do your tasks better. It is about becoming the best version of yourself. It teaches you how to be a leader not just at work but in life.

NARELLE MCMAHON
EA AT COUNTRY CHAIR OFFICE

I've done my research.

The EA Institute are the the Global Training Institute for Executive And Personal Assistants.

I have done my research on the potential training and development options and here is how I see The High Performing EA course having a meaningful impact on me.

This course will have a positive impact on my performance because

The course will help me to improve on

The long term benefits that this will have on my ability to make an impact will be

This course measures my impact through the delivery of a leadership project. It is something that you and I agree on together and I'll create clear outcomes, with tangible, specific and measurable milestones I can work towards during the program. I could apply this to:

program is the best t
guidance through
recommend it to any...
ber.

Manager at Maxum
International
October 24, 2019, Magdalena was
a client of Amanda's

open my eyes and see things from a
Amanda! She is a gr
opened up more possibilities for me. The
in terms of being more proactive and con
new opportunities and thanks to her I also
people who also helped me to achieve my
worth it and I recommend it to every EA. Se

Brooke Werner
Executive Assistant To Chief
Executive Officer at Wilson
Security
December 15, 2018, Brooke was a
client of Amanda's

Having recently completed The High Performing EA pro
Amanda, I highly recommend the course. Amanda is a g
facilitator, she continually pushed me out of my comfort
am now reaping the rewards not only in my work life bu
translates through to your personal life. The course is we
structured and has provided me with many new tools ar
strategies to use to help me lead at work.

Thanks for a great six months Amanda and I look forwar
watching the program evolve. [See less](#)

**"best training I have EVER
attended"**

Narelle McMahon
Country Chair Office
January 30, 2020, Narelle was a
client of Amanda's

The High Performing EA Leadership Program – this program
changed my life, thanks to the dedication and support from
Amanda Vinci. This program is not about how to do your ta

Elizabeth Beckhaus
Executive Assistant to the
Assistant Secretary, Health
Economics and Modelling,
Dept of Health
December 13, 2019, Elizabeth was
a client of Amanda's

Amanda and the EA Leadership program is the best t
ever done. Amanda's support and guidance through
program was invaluable. I would recommend it to any...
to go to the next level in their career.

"This changed my life"

Brooke
Executiv
Executive
Security
December
client of Amanda's

Florence Taylor
Business Development
Manager at Valen
December 5, 2019, Florence was a
client of Amanda's

This course is like none other, it's a must do! The EA Institute
training is life changing, challenging your perspective and h
see the world. The growth you experience is phenomenal, cc
recommend a more inspiring opportunity.

Mia De Oliveira Moraes
Executive Assistant at
Palside Integrated
Management Services
October 15, 2019, Mia was a client
of Amanda's

Thank you Amanda, for the past 7 months i have enjoyed my time
in the High Performing EA Program - you push and challenge us to
reach our very best whilst providing such an energetic and fun and
interactive class environment - I cannot thank you enough for that
and look forward to working together in the near future! If you are
an EA and at that point in your career of "Where Next?" I can
highly recommend the EA Institute Program!! [See less](#)

Narelle McMahon
Country Chair
January 30, 2020
client of Amanda's

**"I cant explain how much i've
grown, amazing"**

Shannon Matthews
Executive Assistant to
Managing Director
October 13, 2019, Shannon was a
client of Amanda's

Thank you so much Amanda! I feel a little sad that my High
Performing EA Program has just wrapped up here in Melbo
my time spent with you and our group has been an invaluable
in my EA career journey. You are a fantastic coach - you pro
real insights, so many great examples, suggestions and idea
how we can succeed and take the next step in our roles and
supported us each step of the way. I am incredibly thankful
choose you to spend 7mths with and can't wait to do furthe
together, you're an inspiration! [See less](#)

Narelle McMahon
Country Chair
January 30, 2020
client of Amanda's

Melinda Buckingham
Sr Plant & Maintenance
Administration
March 5, 2019, Melinda was a
client of Amanda's

**"hands down the bes
investment I have ever mad**

Amanda is beyond passionate when it comes to elevating the
profile of Executive Assistants and the value that they bring to a
business. Amanda is a highly skilled facilitator who is able to cre
an environment that enables honest, open sharing allowing for
robust discussion.

Amanda's ability to respectfully challenge participants
best results is something to be ad
been a privilege

**the
EA
institute**

In summary

I'd be grateful for the opportunity to participate in the The High Performing EA Leader Program.

Any financial support with regards to the cost of the program and your approval to spend one full day each quarter out of the office to immerse myself in the learning would be sincerely appreciated.



The cost of the program is:
Monthly \$450 + GST (12 Instalments)
Upfront \$4600 + GST (Saving \$900)



I would be out of the office on these dates:
Launch: 2 July 2020: 9.30am-12.30pm
Q1: 3 September 2020: 9am -5pm
Q2: 3 December 2020: 9am -5pm
Q3: March 2021: 9am -5pm
Q4: 17 June 2021: 9am -5pm



For more information visit theeainstitute.com.au