



Hey boss,
let's talk!



Your guide to starting the conversation



I've done my Research

The Certified High Performing EA™ Course is designed to help me make a greater positive impact in this organisation and to provide you with higher quality leadership support and a strengthened, collaborative partnership.

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

This course will have a positive impact on my performance because:

This course will help me improve on:

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

This course will measure my impact through a leadership project. You and I will agree on this together with clear outcomes and tangible, measurable objectives that I'll be working on during the program. I believe I could apply this to:

Let's Talk Details



Video lessons are delivered monthly by the Founder and CEO of The EA Institute, Amanda Vinci



Gain membership access to a private network of 1,000+ other supportive and enthusiastic EAs



Downloadable course materials, workbooks and lesson plans



Attend 2 live Q&A sessions and 1 live training day per quarter facilitated by Amanda Vinci



Earn a formal qualification as a High Performing EA™ certified by the ACCC



The course is time effective and flexible, modules are completed online monthly

Outcomes

1. The ability to use interpersonal communication to effectively obtain what I need for my executive and company to inform, motivate and effect change.
2. The ability to check information using critical and analytical thinking and to separate fact from assumption.
3. The ability to identify, analyse and resolve problems effectively in order to better act on behalf of my executive and the organisation.
4. The ability to build relationships to promote collaborative outcomes, synergy and goal attainment within and between teams.
5. The ability to effectively engage people to improve performance and capability within the organisation.
6. The ability to empower others, delegate responsibility and support their efforts thus helping the team to accomplish more in less time.
7. The ability to be resilient in the face of sometimes overwhelming pressures.
8. The ability to drive strategy, review data, analyse results to make informed decisions about progress or improvement opportunities.

I would be grateful for the opportunity to participate in the The High Performing EA Course as I believe it is a worthwhile investment to assist in my continual development and will help our team work more effectively and cohesively together for improved outcomes.

Any financial support 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.



Total Investment = \$550 + GST monthly or \$5997 + GST upfront (saving \$663)

the
EA
institute