

# The High Performing EA™

---

*Get ready to take your seat at the table*



# What if you showed up to work every day full of self-confidence and with total control over your role?

The High Performing EA is a proven learning system for Executive Assistants. Discover how to make a significant shift that goes beyond simple skill enhancement to embrace a mindset of excellence, strategic foresight, and relentless personal growth.

Whether you have been an Executive Assistant for five years or twenty, here's the truth:

Now more than ever, Executive Assistants are expected to take a strategic role, so having the confidence to step up is crucial.

Like many EAs that we meet before they complete The High Performing EA, you may be feeling limited by the confines of routine tasks and your perceived status within your organisation.

You may be yet to contribute at a strategic level or actively seek challenges that expand your skillset or push you out of your comfort zone into new realms of professional development.

If that sounds like you, you're not alone and you're in the right place.

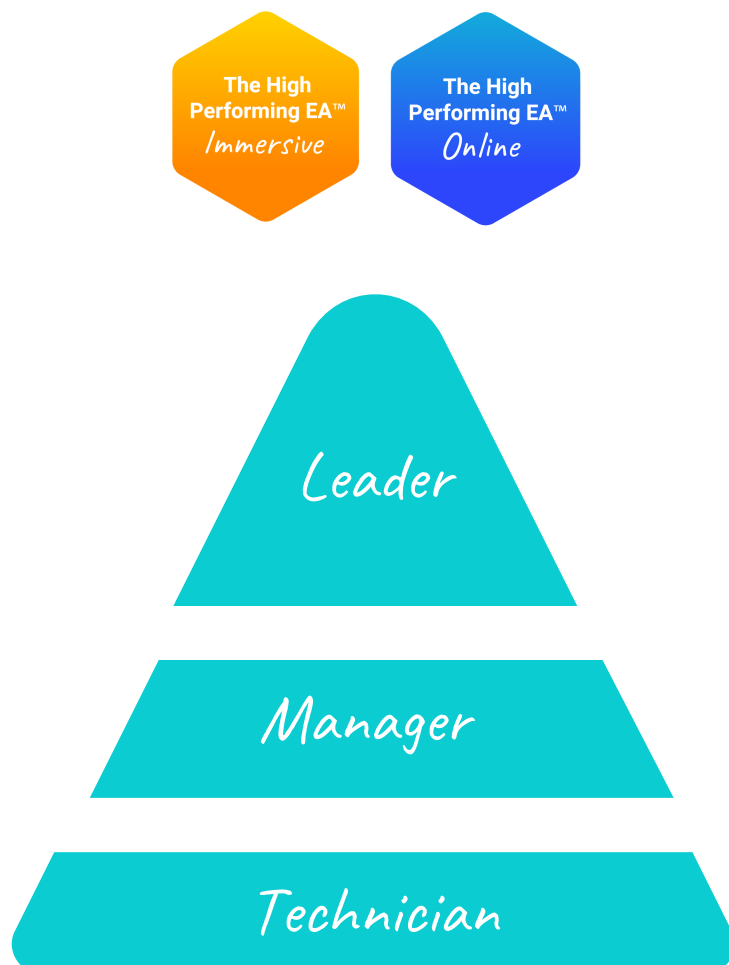


# The Executive Assistant Growth Model

Where do you sit within our EA Growth Model?  
It might not be where you think!



The first step in your journey is to establish where you are operating right now. When you book a Discovery Call with us, we delve into this framework with you to find where your strengths sit, pin-point areas for improvement and tailor a development plan that aligns with your goals. Find out more about our Discovery Calls [here](#).



Problem solving  
Critical thinking  
Driving strategic results  
Influencing and empowering others  
Confidence to contribute  
Leading people through change  
Strategic partner to your Executive

Developing teams  
Building a powerful partnership  
Creating a personal brand  
Conflict resolution  
Making informed decisions  
Upholding ethical standards

Streamlining  
Managing people  
Implementing efficiencies  
Managing process tightly  
Creating structure

Arranging travel  
Minute taking  
Email management  
Calendar management



*“The High Performing EA Course will give you the confidence to step into your highest potential, share strategic insights at the table, lead impactful projects and be seen as a valuable contributor.”*



# The High Performing EA Method

The course is divided into four units, each focusing on key aspects of personal development and building a solid foundation for success. Together, we'll step through these modules:

01

## Creating The Extraordinary

Learn to drive positive change, execute projects and champion new initiatives using purposeful language and strategic actions.

02

## The Structure For Success

Discover how business challenges emerge and evolve. Use evidence-based approaches to effectively navigate and overcome them through rational, logical decision-making.

03

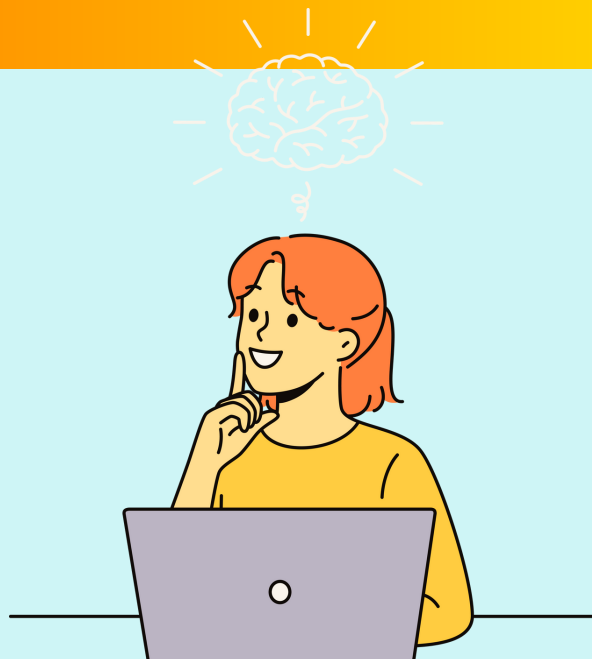
## The Breakthrough

Evaluate personal barriers and challenges on your journey to being a strategic leader. Deep dive into what has been holding you back and discover your authentic leadership style.

04

## Creating Your Future

Formulate a strategic roadmap to implement over the next 3 years, targeting an organisational impact you aspire to achieve.



# Course Options

We are so excited to be able to present the transformative High Performing EA content in two different formats. Join us live and in-person in selected cities around Australia for an Immersive experience or devote your time weekly to a self-paced Online version of the program from anywhere in the world.



## The High Performing EA™ *Online*

**\$3997+GST**

- Group Orientation session live online
- Four live online 90-min group sessions with the course facilitator
- Four live online learning group sessions
- Unlimited access to course material - complete at your own pace
- Digital credentials to add to LinkedIn
- Tax deductible



## The High Performing EA™ *Immersive*

**\$5997+GST**

- 1:1 orientation call with course facilitator
- Four 2-day in-person live sessions with the course facilitator
- Unlimited access to the recorded course material
- Dedicated mentor for duration of course
- Allocated learning groups
- Optional add on – certification assessment \$597+GST
- Digital credentials to add to LinkedIn
- 6 months course duration
- Course completion cohort dinner
- Tax deductible

**To find out about dates and locations of the Immersive intakes,  
book a call with our course specialist.**

**BOOK NOW**



*"I was waiting for someone else to see me as a leader, waiting in the background to be noticed, waiting for other people to give me opportunities, waiting to be asked for my opinion. I realised that if I did not voice my opinions and instead waited to be asked no one is going to suddenly realise I have useful insights." Robyn Greaves*



# The 8 Learning Outcomes

By the end of this course, you will have mastered and demonstrated your ability to:

## Communicate

Master interpersonal communication to inform, engage, and effect change.

## Critically Think

Engage your imagination to explore new possibilities, articulate ideas, and review information using critical and analytical thinking.

## Problem Solve

Identify, analyse, and resolve problems effectively and creatively.

## Collaborate

Work and interact with others to promote collaborative outcomes, knowledge-sharing, and collective goals or outcomes.

## Lead

Inspire others to incite purposeful actions and effectively engage people to improve an organisation's capability and performance.

## Empower Others

Motivate and encourage others to achieve or exceed their objectives.

## Adapt Your Mindset

Embrace challenges or change as opportunities to innovate and improve.

## Drive Strategy

Promote achievement of excellence and attainment of strategic outcomes by reviewing data, analysing results, and making informed decisions.



# Meet Amanda Vinci

Amanda Vinci is an internationally accredited coach, practitioner of Meta Dynamics, accredited eDISC consultant, leadership specialist and international keynote speaker and trainer.

Starting her career as an entry level administrator, Amanda worked her way up to become an EA supporting senior executives in a range of industries.

In her last role, Amanda supported the Managing Director of a global change management firm. In this role she realised how difficult it was for senior leaders and businesses to achieve big, bold commitments inside the 'traditional' EA 1:1 operating model.

She decided it was time for a dramatic shift in how businesses utilised their administrative support.

Shortly after, Amanda founded the EA Institute to train and develop High Performing EAs to adapt with evolving business needs.



# Are you ready to become a High Performing EA? We're here to support you, every step of the way.

Congratulations on taking the first step to elevate your leadership skills, confidence, and performance potential.

To carry on this journey, here are the next steps:

- 01** Download and read this [course brochure](#).
- 02** Book your Discovery Call with our course specialist to discuss your career, goals and where you sit within the EA Growth Model.
- 03** Prepare for your call by watching this [video](#).

**BOOK NOW**

