ADVANCED MANAGEMENT FOR EXECUTIVE ASSISTANTS STEP 1

Master the art of business communication, develop a toolkit to deal with common workplace challenges, influence others and navigate workplace dynamics.

Executive Assistants play a key role in an organisation’s hierarchy and must influence, communicate and collaborate across the business. The Advanced Management for Executive Assistants Program takes experienced executive assistants on a learning journey from understanding individual personality and management styles to influencing power and dynamics to become a more authentic communicator and leader.

Made for:
Experienced executive and personal assistants seeking new perspective and tools to perform the complex role responsibilities and enhance strategic contribution.

Themes:
— Skills, techniques and knowledge to help you manage yourself and others
— An understanding of personality preferences and their implications
— How and when to use sources of power and influence strategies
— Communication techniques and how to have the confidence to be assertive
— The importance of personal resilience and how to build and protect it
— Learning from a supportive and diverse network of peers who have similar challenges
— Develop an action plan for personal development and wellbeing

Outcomes:
Utilising techniques from our award-winning MBA program, participants will build the skills, tools and mindsets to:
— Understand and leverage personality preferences
— Identify and work with sources of power
— Navigate complex political situations and dynamics
— Communicate with confidence and authenticity
— Understand and create more life balance
— Manage stress
— Design and implement a personal action plan

“...
A high level course providing great depth and insight into the psychological and communicative aspects of our role in business. This program enables executive assistants to gain further knowledge and skills from highly trained and recognised facilitators, to increase effectiveness in supporting senior management and working with key stakeholders in the business.”

Victoria Vartuli
Executive Assistant to the CFO
Downer EDI Rail

Sydney, UNSW CBD Campus, 2 Days
$3,575 (incl. GST)

This program will earn you two units towards the Certificate in Executive and Management Development (CEMD)

AGSM Executive Education Open Programs
Program Director – Dr Wendy Grusin
Dr. Wendy Grusin is a Course Co-ordinator for the AGSM MBA program and experienced adjunct with AGSM Executive Education and Hong Kong University of Science and Technology. She is has worked for many years an educator, clinical psychologist, management consultant and executive coach.

Hear From Our Previous Participants

“Firstly, I found Wendy Grusin to be an absolutely brilliant facilitator. Whilst knowledgeable, she was very approachable and happy to discuss issues one-to-one. I had never been exposed to MBTI and I found it really interesting with insights into my personality, and those of others, in and outside the work environment. The group discussions and shared experiences with other EAs was of benefit to me as I am the only EA in our ANZ office. The pre-course reading material – three articles from the Harvard Business Review – had some strong, yet sensible, messages in it. In my experience, there are not a lot of courses available which are of substance for EAs. The AGSM Advanced Management for Executive Assistants Program is the exception. I would highly recommend it in terms of being both enjoyable and informative.”

Robyn Farrell
Executive Assistant
De Lage Landen Pty Limited

“AGSM’s Advanced Management for Executive Assistants Program was educational and engaging. It gave me an understanding of my personality and my learning and listening styles. Over the two days, the course gave me an understanding of how and why I work the way I do, and I took away the fundamentals to help me understand the communication styles of the people that I work with. This addressed one of my personal development needs; I couldn’t have asked for more!”

Christina Richards
EA to CIO PES, Technology
Westpac Banking Corporation

“This was an interesting, engaging and eye-opening program. I learnt things about myself that I wasn’t aware of before, and I can take what I learnt to improve both my work and personal life. Wendy was a fantastic presenter who kept us all engaged throughout the two days. I highly recommend this course.”

Tania Rizoski
Personal Assistant
ARUP Australia

To find out more
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