

## ESSENTIALS FOR EAs & PAs ADVANCED

Learn the skills to deal with the demands of managing deadlines, conflicting demands and priorities. This workshop is also an opportunity to share knowledge and experience with other EAs and PAs in the public sector.

### Content

- Identify new tasks, responsibilities and attributes of an effective EA & PA in a changing world.
- Apply techniques to assist with efficient and effective planning and prioritisation for self and others (including diary management and communication).
- Maintain and influence stakeholder relationships both in and out of the public sector for a positive outcome.
- Understand the importance of keeping personal knowledge up to date to anticipate Executives needs and demands.
- Develop systems that support the administration of key documents, policies and agendas.

### Outcomes

Participants will build on their existing knowledge and skills to ensure they are up to date with current standards in Executive Administration.

### Who Should Attend

This workshop is suitable for experienced EA's & PA's within the public sector. This workshop follows on from the Essential Skills for EAs and PAs and will update specific skills and techniques to deliver superior performance.

### Benefits to You and Your Organisation

Build personal capability and confidence to work more effectively and produce a superior level of service to all stakeholders and customers alike.

### Competency Framework

First Line Manager Core  
(ASO2-ASO5)  
Middle Manager Core  
(ASO5-ASO8)

### Facilitator

Maree Upton

### Contact

[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)  
08 8212 7555

### Duration

1 full day  
9:00am-4:30pm  
8:45am registration

### Dates & Bookings

[Please refer here](#)

### Location

Level 6, 12 Pirie Street  
Adelaide SA 5000

### Inclusions

Workbook, morning tea, lunch  
and refreshments

### Costs

Professional Members \$460  
State Gov Members \$495  
Corporate Members \$505  
Non-Member \$575