



ESSENTIALS FOR EAs AND 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 Executive's needs and demands.
- Develop systems that support the administration of key documents, policies and agendas.

Outcomes

You will build on your existing knowledge and skills to ensure you are up to date with current standards in Executive Administration.

Who Should Attend

This workshop is suitable for experienced EAs & PAs within the public sector. This workshop follows on from the Essentials for EAs and PAs Intro 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
(AS02-AS05)
Middle Manager Core
(AS05-AS08)

Facilitator
Maree Upton

Register
www.sa.ipaa.org.au
enquiries@sa.ipaa.org.au
08 8212 7555

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

Dates & Bookings
See IPAA SA website

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

Register in both the
introduction and advanced
program and receive a 10%
discount.