

Executive Assistant

The Executive Assistant (EA) course has been designed to provide an overview of the work of an EA and give you the confidence to go for that dream job!

course outline

IS THIS COURSE FOR YOU?

This course is ideal for those wishing to work as an Executive Assistant.

The course covers the relevant skills that EAs need and focuses on the job, the lifestyle, and other aspects that you can expect when you become an EA.

ABOUT THE COURSE

Becoming an Executive Assistant involves developing a combination of skills and experience to support high-level executives. This course gives an overview of the role, and, when coupled with study of the full Executive Assistant diploma, it will provide all the skills needed to enter the profession.

The course covers everything from an introduction to the role, to learning about time management, to business travel, and much more.

Completing a course for Executive Assistants equips you with a comprehensive skill set and knowledge base, enabling you to thrive in a challenging role, contribute significantly to your organisation, and further your career.

Once completed, a Pitman Training Certificate will validate the knowledge gained from the course.

COURSE CONTENT

Module 1 - Introduction to the Role

In this module, we cover the skills needed for the role, as well as showcasing a typical day in the life of an EA. How social media is used in the role is included as well as what the C-Suite means.

Module 2 - Communication

This module covers effective verbal and written communication, body language, making a good impression, and communicating at all levels.

Module 3 - Business Travel and Online Meetings

In this module, we'll look at planning business travel, booking arrangements, itineraries, using travel apps, and organising online meetings.

Module 4 - Time and Resource Management

This module covers key areas that you can put to use once you're in your desired role — areas such as time management, resource management, avoiding procrastination, prioritising tasks, delegating, and diary management.

AIMS AND OBJECTIVES

The course provides a complete insight into how the Executive Assistant role works and how to become the very best, senior-level EA.

PRE-REQUISITES

There are no pre-requisites for this course.

CAREER PATH

Further study on a wider range of subjects, such as leadership skills, project management, and social media skills will further broaden your career opportunities.

COURSE DURATION: 6 hours

(Actual course duration will vary from individual to individual based on prior skills and application.)



CPD POINTS: 6

(CPD points awarded upon successful completion)

To find out more about this or any of our courses, speak to one of our course advisors.

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