



Adam Fidler Academy

PROGRAMME DATES: APRIL – SEPTEMBER 2018

16 April	Building Resilience: Managing Emotions (NEW)	Manchester
17 April	Fantastic Front Line for Receptionists	Manchester
19-20 April	Get Ahead as an Executive PA	Manchester
24-25 April	The Strategic Executive Assistant	Manchester
30 April-1 May	EA Diploma / IAM Level 4 Certificate (NEW)	Manchester
2-3 May	EA Diploma / IAM Level 3 Award (NEW)	Manchester
2 May	Business Writing for Executive Assistants	Manchester
3 May	Mastering Minute Taking	Manchester
10-11 May	The Strategic Executive Assistant	London
23-24 May	The Strategic Executive Assistant	Manchester
18-19 June	EA Diploma IAM Level 4 Certificate (NEW)	Manchester
21-22 June	Get Ahead as an Executive PA	London
27-28 June	The Strategic Executive Assistant	London
3-4 July	EA Diploma / IAM Level 4 Certificate (NEW)	Manchester
5-6 July	EA Diploma / IAM Level 3 Award (NEW)	Manchester
16 July	Building Resilience: Managing Emotions (NEW)	London
18-19 July	The Strategic Executive Assistant	Manchester
23-24 July	Get Ahead as an Executive PA	Manchester
2-3 August	Get Ahead as an Executive PA	London
4-5 Sept	The Strategic Executive Assistant	London
17-18 Sept	EA Diploma / IAM Level 4 Certificate (NEW)	Manchester
25-26 Sept	Get Ahead as an Executive PA	Manchester
5-6 November	The Strategic Executive Assistant	London

For student attendance dates for the [EA Diploma pathway](#) please enquire.

For course outlines and to book – see www.executiveassistant.org or email adam@adept.consulting

Updated: April 2018 (v1)