



Adam Fidler Academy

## **PROGRAMME DATES: APRIL – SEPTEMBER 2018**

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

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

For course outlines and to book – see [www.executiveassistant.org](http://www.executiveassistant.org) or email [adam@adept.consulting](mailto:adam@adept.consulting)

Updated: April 2018 (v1)