



Details

START DATE:

Thursday, April 18, 2024

END DATE:

Thursday, May 9, 2024 +
Thursday, June 6

TIME & MEDIUM:

8:00am MT

Zoom (Link accessible via
Teachable)

FEE:

\$900 USD (10-seats only)

Testimonials

"I'm walking away with actionable real steps that I can begin implementing today."

- Debra

"Learning tips for refining and elevating my role." - Beth

"It was great to have a thought partner to allow me to see my strengths from a new lens."

- Deedee

Agenda

4-Week Program

Th, April 18 – Session 1: Mastering the Executive Mindset: A Guide to Excelling in Your Role

[1 Hour]

Homework: complete the ea Personal Branding Course via Teachable

Th, April 25 – Session 2: Mastering Strategic Impact: Unlocking Personal Success with the SOARe Analysis

[2 Hours]

Homework: deploy two initiatives from SOARe

Th, May 2 – Session 3: Mastering Your Leadership: Applying Strategic Influence

[1 Hour]

Homework: deploy things discussed during the roundtable

Th, May 9 – Session 4: Mastering the Moment: Strategic Decision Making + Launch Pad

[1.5 Hours]

Close: with your curated plan, deploy your initiatives and track activity for discussion at the 30-day check-in

Th, June 6 – Post-Program: 30-Day Check-In

[45 Minutes]

Agenda: come together as a cohort to discuss what's not working and what is. Hear from your peers and set up a plan for the next 6-months.

Extra Benefits:

Exclusive, researched backed curriculum

ea Method Planner® + More ea branded goodies

Convenient, accelerated learning schedule



Learn More





Curriculum

Advantage with Attending

Welcome to the ea University Workshop, where our mission is singular and bold: unlocking the potential for individuals to harness the wealth of knowledge derived from over an astounding 7-years of unwavering dedication to the admin profession. Out of the box career development programs are limiting. Exceptional Admins is the only career development resource that is backed by 1000s of admin interactions, 100s of hours heads-down doing industry-specific research, and 100s of interactions with executives. It is this unmatched advantage that shapes the curriculum. Brace yourself for a high-energy, engaging experience that transcends the ordinary. Get ready to elevate your impact!

Mastering the Executive Mindset: A Guide to Excelling in Your Role

This transformative 1-hour session is the kick-off to an enriching 4-week program. Throughout this session, we'll put a spotlight on personal challenges, facilitate a mindset shift, and assign homework that includes engaging with the 'Building Your Personal Brand' ea digital course. This session will set the tone for the entire program, offering opportunities to connect with fellow attendees and so much more.

Mastering Strategic Impact: Unlocking Personal Success with the SOARe Analysis

Embark on a transformative journey in this 2-hour session. Engage with our dynamic 5-part (SOARe) module - Strengths, Opportunities, Aspirations, Results, and Energy, a groundbreaking approach surpassing the traditional SWOT analysis. Discover and leverage your strengths by establishing your Suite of Strengths™ to unlock untapped talents. Learn to create opportunities by building a comprehensive library of resources and mastering the art of strategic impact.

Mastering Your Leadership: Applying Strategic Influence

By joining this 1-hour session, you'll gain insights into understanding context, identify control factors, and adopting an executive posture. Participate in collaborative group exercises designed to enhance problem-solving skills and mastering the art of navigating situational challenges.

Mastering the Moment: Strategic Decision Making + Launch Pad

Elevate your decision-making prowess in this 1.5-hour session. Adopt an agency mindset by comprehending the mission and objectives for all stakeholders, while honing your understanding of the audience. Sharpen your logistical anticipation and forecasting skills through a practical group exercise. This session equips you with tools to make informed decisions. Finally, conclude the program with a Launch Pad recap where you'll devise a plan for the next 30-days leading into our 30-day post-program check in.