

EXECUTIVE ASSISTANT TRAINING

Background

The role of the Executive Assistant has seen huge evolution over the years, and this evolution has been expedited significantly in recent times. EAs are being promoted to manage new business areas and apply their talents in diverse ways across the operations space. The Maine Group EA Training is a series of courses targeted specifically at EAs. These programmes will help EAs to upskill and evolve their talents and remain the ever agile backbone to an organisation while growing their remit and value. Investing in supporting your EAs growth and evolution with high quality training will ensure you have a motivated, confident and valued EA community.

Return on your investment

Organisations will always need EAs and in changing times, EAs are a key resource with ability to take on a wide scope of extra responsibilities. Realigning your EA remit with proper upskilling will allow you to harness savings by eliminating the need to hire specific specialists in your operations team (such as HR, Marketing, Recruitment, Events, Finance etc), cut attrition and re-hire costs and pay dividends in increased productivity and motivation.

Who will benefit

- Executive Assistants
- Personal Assistants
- Office Managers
- Senior Administrators

Courses Available

Course	Length	Format	Price per delegate*
1. Line management skills for Executive Assistants	2 day course	Zoom /In office	£3,000
2. Time management for Executive Assistants	1 day course	Zoom /In office	£1,500
3. Difficult conversations for Executive Assistants	1 day course	Zoom /In office	£1,500
4. Remote working for Executive Assistants	2 day course	Zoom /In office	£3,000
5. A refresher course for professional Executive Assistants	2 day course	Zoom /In office	£3,000
6. Recruitment skills for Executive Assistants	Distance learning 1 day equivalent	Instructional videos x 17 modules	£1,500
7. Human Resources skills for Executive Assistants	Distance learning 1 day equivalent	Instructional videos x 21 modules	£1,500
8. Introduction to Finance for Executive Assistants	2 day course	Zoom /In office	£3,000
9. Marketing basics for Executive Assistants	2 day course	Zoom /In office	£3,000
10. Minute taking skills for Executive Assistants	1/2 day course	Zoom /In office	£ 750

* For additional delegates price is reduced by 50% for up to 3 and 75% for 3 plus, to ideal maximum size of 6

What they say about us

“For years The Maine Group have recruited our EAs and has always had a deep understanding of the pivotal role they play within our organisation. In response to a difficult period of transition for our EA Community, we created new roles and responsibilities for many of our Assistants but wanted to ensure we provided them the necessary support and training for such development. We were so delighted that the Maine Group had already thought about this and created a suite of EA training which means our EAs are thriving. Once again we have a content and motivated EA team which has a positive knock on effect across the business”.



**For more information, or to create a bespoke package, please contact
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