

AI & THE FUTURE OF EXECUTIVE ASSISTANTS

07 & 08 October, 2024
Online + Live Streaming

COURSE OVERVIEW:

AI is not meant to replace the Executive Assistant; rather, it is meant to support him/her in their work. In this 2-day masterclass we explore the avenues where AI will assist in streamlining and ramping up productivity of the EA today.

KEY BENEFITS OF ATTENDING:

- Discover the impact of AI and the Executive Assistant
 - Learn how to showcase your skills as an EA to the fullest
 - Improve your communication by improving your self-awareness and awareness of others
 - Make effective presentations and boost your presenting techniques
 - Keep track of your tasks and timelines more effectively
 - Plan your next event strategically and stay organised
 - Build on your critical thinking and problem-solving skills
 - Improve your networking skills
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WHY SHOULD YOU ATTEND

You serve as a representative of the company and the executives as an EA. As you engage with consumers, clients, and coworkers, consider yourself the "face" of the business. You'll often be the one establishing the tone at work. And what better way to do that by enhancing and utilising AI to your benefit correctly?

WHO SHOULD ATTEND

- Senior administrators
- Office managers
- Executive assistants
- Supervisors of junior staff who already possess the essential administration skills and are seeking to further advance their career.



TRAINER PROFILE

MICHELE THWAITS

Michele Thwaits is an experienced and a sought-after facilitator and trainer specializing in EA, PA, VA and administrative skills, Professional Business Writing, Communication skills, E-colours awareness and People Smart Skills, Leadership skills as well as Emotional Intelligence.

Since 2006 She has had the privilege of working with audiences worldwide in over 16 countries since 2010 from Africa to Europe, Middle East and USA through training and speaking engagements.

She is a master communicator, skilful coach and mentor who has groomed many junior assistants for success with their personal and career development.

Michele has over 34 years' experience in the PA profession.

She has served on many PA forums and currently serves on the Committees of PSASA (Professional Speakers Association of South Africa) Virtual Chapter and The Botswana/Zimbabwe Mastermind and member of PANSA (Platinum Assistants South Africa) and Academy of Excellence, PAFSA.

She has published many articles in the A-Z of PAs and Office Managers magazine, Career Success, InTouch newsletter (PAFSA), Executive Secretary Magazine (UK), EDPA(UK), African PA Magazine (Kenya), DSSP newsletter, Karachi, profiled by Exceptional EA (Vancouver), and has a regular blog "Time out with Michele".

Michele believes every person has a want and desire to enhance their personal and professional skills and ultimately empower themselves in their profession and she takes every opportunity to share her experiences and knowledge to encourage every person that whatever they put their minds to, they can achieve their full potential.



TESTIMONIALS

Michele was well-informed and knowledgeable. She presented herself professionally and answered all our questions well. I am glad to have had such an excellent opportunity to attend such a high-level training. I am going back to my office with my Action Plan and eager to practice what I have learnt. Thanks Michele - so much to think about and reflect on!

Reshma Pinto - EA Mustafa Sultan Enterprises, Oman

It was wonderful to meet the participants that came from different countries. Michele was a warm person and her vast experience as EA managed to give good advice for us in handling uncertainty or tough situations at work. She gave every participant equal attention and motivated us. The 20day training was fun and packed full of experience-sharing.

Azizah Yahya - PA Pharmaniaga, Malaysia

The workshop was an enthralling experience!! It gave me not only immense understanding about myself, how & why but also I have started giving more thought to people around. I feel when you understand people around you better, the environment becomes healthier.

Thanks once again Michele!!! Loved every minute of it....

Deepika Sharma - EA, DPS International, India

She made the session very interesting and engaged. The personal experiences shared definitely broadened my perspective.

Nazia Sheikh - EA Oman Flour Mills Company, Oman



COURSE AGENDA

MODULE 1: EA SKILLS AND HOW TO SHOWCASE THEM

When organizations hire EAs to support senior teams, they often look for skills like communication, time management and organization. Knowing the skills relevant to this role can help you pursue the appropriate professional development and qualify for open positions.

MODULE 2: AI AND THE FUTURE OF THE EA

AI can assist you in impacting your role and ramping up your productivity. Find out how.

MODULE 3: LEADERSHIP AND THE EA

The vital leadership role of EAs often goes unnoticed and underappreciated. Discover the unique leadership attributes of great EAs.

MODULE 4: PROJECT MANAGEMENT FOR THE EA

Project Management is more than just keeping track of tasks and timelines. It is a leadership role that involves strategic thinking, managing competing priorities, and a proactive mindset.

MODULE 5: MANAGING TIME AND YOURSELF

Effectively manage your time enables you to meet deadlines, explore new ideas, and find a healthy work-life balance. Learn a few management tools to help you reduce stress and plan to meet your goals.

MODULE 6: COMMUNICATION AND THE EA

Identify your strengths and potential limiters. Improve your self-awareness and the awareness of others

MODULE 7: PRESENTATIONS WITH PRECISION

Presentation skills are essential for your personal and professional life. Learn about effective presentations and how to boost your presenting techniques.

MODULE 8: CRITICAL THINKING & PROBLEM-SOLVING

Critical thinking is, critical. By building these skills, you improve your ability to analyse information and make the best decision possible

MODULE 9: EVENT PLANNING AND MANAGEMENT

Whether you're planning a large conference, a small meeting or a social gathering at work, having a strategic plan can help you stay organised.

MODULE 10: BECOME A NETWORKING NINJA

Explore what networking skills are and how to improve networking skills to boost your confidence and find success

REGISTRATION FORM

To register, simply email the scan copy of the signed registration form on training@corevents.org

REGISTRATION DETAILS:

- **Name:** _____
Job Title: _____
Email: _____
Mobile: _____
- **Name:** _____
Job Title: _____
Email: _____
Mobile: _____
- **Name:** _____
Job Title: _____
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- **Name:** _____
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Email: _____
Mobile: _____

1. **For payment an E-invoice will be sent upon receiving of the signed registration form.**
2. **Payment has to be made within 5 working days upon receiving an invoice.**

In-House Trainings & Consultation:

If you're looking for Consultation OR if you have a number of delegates with similar training needs, then you may wish to consider having an In-House Training solution delivered locally onsite.

Course can be tailored to specific requirements. Please contact **Mibsam Ali** on **+92 304 2833695** or email mibsam@corevents.org to discuss further possibilities.

ORGANIZATION DETAILS:

Company: _____
Country: _____
Telephone: _____ Fax: _____

AUTHORIZED BY

Signature & Stamp: _____
Name: _____
Date: _____

PAYMENT DETAILS:

Invoice to: _____
Invoice Address: _____

PRICE:

**Book Before 13 September 2024 & Pay:
USD 585**

**Book After 13 September 2024 & Pay:
USD 785**

EVENT CODE: EAI-24

DATE: 07 & 08 - October - 2024

Time: 09:30 am - 04:00 pm (UAE Time, GMT+4)

ONLINE COURSE + LIVE STREAM TRAINING SESSION

TERMS & CONDITIONS:

Customer Information:

Fees include all the tuition, full course documentation, and course material of the programme.

An invoice will be sent upon receipt of registration form. Payment must be received in full prior to the course start.

Disclaimer:

Corevents reserves the right to change or cancel any part of its published programme due to unforeseen circumstances.

Cancellation policy:

A full refund less an administration fee of \$100 will be given for cancellation requests received up to 20 working days before the event.

Cancellations must be made in writing (email) and reach this office before the 20 working day deadline.

Delegates who cancel less than 20 working days before the event, or who don't attend, are liable to pay the full course fee and no refunds can be given. However, if you wish to transfer to another course of the same value, and you have paid your course fee in full, you will only be invoiced for 50% of the new course fee. Please note that you can only transfer once.

Please note that the next course must take place within 12 months of the initial application. Of course, a replacement is always welcome.

Corevents reserves the right to change the time and meeting venue.

