



THE EXECUTIVE OFFICE ACADEMY

Lectures, Courses & Seminars

Titles		No.	Days	Category
Lecture Package and Keynote Addresses				
Introduction to the Importance of the Executive Office	A	0.5	General	
Personal Assistant vs Executive Personal Assistant	B		General	
Introduction to the EOA Catalogue of Products & Services	C		General	
Testimony: "My EPA experience in various Executive Offices"	D		Special	
Testimony: "How I moved from PA to EPA status"	E		Special	
VIP Keynote Speaker	F	Optional/Customized		
Courses for PAs who Plan to Acquire EPA Status				
Getting your Message Across	1	1.0	Communication	
Interpersonal Skills	2	0.5	Communication	
Making Your Time Count	3	1.0	Organization	
High Performance Business Correspondence	4	0.5	Communication	
Leadership & Values are Essential	5	0.5	Behaviour	
Working in an Executive Office	6	0.5	Organization	
Moving from PA to EPA	7	0.5	Behaviour	
New Boss	8	0.5	Organization	
Principles & Vocabulary of Accounting & Finance	9	0.5	Organization	
Relationship Management	10	0.5	Communication	
Introduction to Project Management	11	0.5	Organization	
Conflict Management	12	0.5	Communication	
Managing Stress	13	0.5	Behaviour	
Inter-cultural Differences	14	1.0	Globalization	
Basics of Business Law	15	0.5	Globalization	
Acquisition, Filtering, Filing & Retrieval of Executive Data	16	0.5	Information	
Seminar Sessions for Experienced EPAs				
Corporate Governance in the Executive Office	17	0.5	Organization	
Supporting the Vision and Strategic Objectives of Your Organization	18	0.5	Organization	
Business Planning	19	1.0	Organization	
Remote Assistance to Boss While On-the-Move	20	0.5	Globalization	
Tactical Negotiations for the Executive Office	21	0.5	Communication	
Shared Leadership in the Executive Office	22	0.5	Behaviour	
Managing Diversity	23	0.5	Globalization	
Helping Your Boss Reach Higher Positions	24	0.5	Communication	
Seminar Sessions for Boss-EPA duos				
The New Executive Office: A Boss-EPA Partnership	25	0.5	Organization	
Managing the Boss	26	0.5	Communication	
Decision Making	27	1.0	Decision	
Special Skills for Boss-EPA Communication	28	0.5	Communication	
Seminar Package for Bosses				
Measurement of Executive Office Performance	29	1.0	Organization	
Measurement of EPA Performance by Boss and HR Department	30		Organization	
Executive Office Leadership	31		Organization	
EPA Career Planning	32		Organization	
EPA Compensation Based on Executive Office Performance	33		Organization	