



THE EXECUTIVE OFFICE ACADEMY

Event Structuring & Pricing

General Information

Prices, quoted in Euros before tax, are per day unless specified. Prices are independent from the number of participants. The optimal number of participants ranges between 8 and 12.

Prices do not include:

- daily venue and equipment rental
- morning, session break and mid-day refreshments and meals
- travel and accommodation (where required for instructors and speakers).

Structuring the Training Event

It is best practice to plan the type of intervention(s) required in an organization both short and long term, depending upon the maturity of existing personnel and the future strategy concerning the Executive Office.

The content of training events can be selected by customers from the List of Lectures, Courses & Seminars (next page). The Executive Office Academy can assist customers with their selection by means of Training Needs Assessment tools.

Intervention	Price per day (Euro)
Pre-event surveys and interactions when required	2000
Major customization of materials where required	2000
Courses for PAs who Plan to Acquire EPA Status (1 to 16)	3950
Seminar Sessions for Experienced EPAs (17 to 24)	5750
Seminar Sessions for Boss-EPA duos (25 to 28)	8750
Seminar Package for Bosses (29 to 33)	8750

Lecture Package (Introductions A+B+C) & Keynote Addresses (Testimonials D+E+F)

The lecture packages and Keynote Addresses (D+E) can be included into a training event in order to provide an overview and insight. If so, they will be covered by the daily rate. Alternatively they can be held as a stand-alone event at a price to be negotiated. The Executive Office Academy can arrange for guest speakers (keynote F), either motivational or business related, to enhance any event. Pricing will depend upon the speakers chosen and their negotiated fees.

Post Event Support

For those requiring it, the Academy offers post-event support in the form of coaching, mentoring or consulting services.

Coaching, mentoring and consulting services are optional.

Prices are per session, with preparation and customization included. Several sessions may be required and the number may vary depending upon each individual.

Intervention	Price per day (Euro)	
	PA	Boss-EPA
One-on-one coaching sessions (4 hours)	2000	3750
One-on-one mentoring sessions (2 hours)	1000	2250
Consulting Services	As negotiated	