



THE EXECUTIVE OFFICE ACADEMY



A High Performing Executive Office is paramount for business success in a fast-paced, highly evolving global business environment.

Inherent in a High Performing Executive Office is a **Powerful Partnership** and the foundations of leadership, trust, efficiency, organization, robust relationships, empowerment, recognition and high-impact business success.

One of the major benefits of a High Performing Executive Office is **the effective organization of time:** time to lead, time to think and time to have fun.

The Executive Office Academy standardizes the title for the position reporting directly to, and working with an Executive or Entrepreneur as an **Executive Office Partner (EOP)** as we believe this is the most accurate title for the position.

How?

The Executive Office is no more, no less than a functional department (CEO, HR, Production, Finance, Administration, etc.) empowered as a genuine profit and decision centre in the context of a Governance Plan.

In the majority of circumstances, the necessary functional and psychological synergies between the Boss and Executive Office Partner cannot be achieved without performance-oriented **consulting & mentoring, innovative training, coaching and follow-up services.**

Over 30 training services provide a menu of solutions that can be flexibly deployed.

They are designed at **four levels:**

1. Courses for upgrading Personal Assistants to perform as Executive Office Partners.
2. Seminar sessions for experienced as Executive Office Partners.
3. Seminar sessions for the duo of Boss and as Executive Office Partners. together.
4. Seminars for the Boss.

Are you really working to maximum efficiency?

What's in it for...

The Organization?

Increase in Executive Office productivity.

End of the "empty chair" challenge whenever the Boss is on-the-move.

Increased measurable economic performance of the Executive Office.

Creation of an efficient "first port of call" for operational, day-to-day questions and advice for Executive Office employees, other Executive Offices of the organization and important external contacts.

Executive Office Partners (EOPs)?

Empowerment to take operational decisions.
Increased job enrichment.

"First port of call" for operational, day-to-day questions and advice.

Acquisition of a managerial and supervisory role.

A role model for admin staff/assistants and a mentoring role for incoming assistants.

Executives?

The Boss' ability to concentrate on strategic issues and actions.

Optimal working relationship between the Boss and the Executive Office Partner.

Early warning system in the event of people issues and conflicts of interests.

Ambassador and sounding board for the Boss.

Easier, quicker acquisition of corporate culture and working practices.

Personal Assistants (PAs)?

Understanding of an Executive Office environment.

Acquisition of executive-level leadership values and methods.

Improved awareness of boss' strategic and tactical decision-making processes.

Acquisition of executive skills in terms of information, communication and decisions.

Ability to successfully negotiate deals and manage conflicts.

What is unique and innovative?

The Executive Office Academy:

- Brings together a variety of new leadership concepts and management methods that provide a genuine cultural innovation in both public and private organizations.
- Supports an organization at its most influential level, the Executive Office.
- Leverages the power of the Executive Office because it moves an organization from old to new business models, from old to new cultures, seizes the opportunity of new market and industry realities and promotes the new values required to cope with a new global world of technological and social innovations.
- Stimulates and encourages the Boss and the Executive Office Partner to continually initiate and lead change with enthusiasm.
- Revolutionizes the way the Executive Office Partners are coached and trained.
- Enables the Boss and Executive Office Partner to learn together how to develop a harmonious and productive relationship.
- Transfers a high level of expertise and know-how to participants.

Our Products and Services

A detailed Executive Office Academy **Products and Services Catalogue** is available upon request.

Consulting & Mentoring

EOA's focal point is the level of performance of the Executive or Entrepreneur in charge of an organizational, functional or territorial Executive Office. EOA offers first and foremost one-on-one and/or one-on-two performance-oriented consulting and mentoring services to achieve this. The provision of these consulting and mentoring services can be done either face-to-face or remotely. It is recommended to initially schedule a minimum of two days.

Lectures

5 lectures (2 by guest speakers, 3 by Executive Office Academy founders) introduce the Executive Office concept and clarify the difference between Personal Assistant and Executive Office Partners.

Courses

Up to 16 courses target Personal Assistants who plan or expect to acquire Executive Office Partner status.

Seminars

17 seminar sessions target experienced Executive Office Partners and Bosses who wish to improve their performance within the Executive Office.

There are three types of seminars: one for experienced Executive Office Partners, one for Bosses only, and a third one for Boss-Executive Office Partner duos.

Guest Speakers

The Executive Office Academy can arrange for guest speakers, either motivational or business related, to enhance any event.

Support

The Executive Office Academy fully supports that competency cannot be assessed in the classroom. Competency must be evaluated on the job. The road to being competent starts with obtaining initial knowledge and skills in a secure environment such as the classroom. Thereafter support is required until each one is comfortable with his/her ability to perform at a competent level. For those requiring it, the Academy offers support in the form of coaching and/or mentoring services.





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Where and When?

Services , Training Programmes, Customization and Pricing

The Executive Office Academy is flexible. Any personalised service including consulting & mentoring and any training programme can be put together by selecting from the products and services tailored to suit the organization and participants' needs.

The content of a course or seminar can be adapted by the Executive Office Academy to clients' specifics on the basis of Teaching Needs Assessment tools, the global customization ratio oscillating between 20% and 30%.

The optimal number of participants for a programme ranges between 8 and 12.

With sufficient advance notice, and upon request, the Executive Office Academy can organize a genuine event for a single organization, a group of representatives of a single industry, or a multi-industry group.

Skill areas covered in the courses and seminars include Communication, Organization, Behaviour, Globalization, Information and Decision-Making.

A customer can select the location of a course or seminar anywhere in the world. The Executive Office Academy can also provide lists of suitable sites.

The Executive Office Academy standard and customized prices, which can be adjusted to fit customers' budgets reflect the upscale profile of customers, as well as the global experience and reputation of Executive Office Academy consultants, trainers, coaches and mentors.

EOA
blog

execofficeacademy.com/eoablog

Founders



Anna-Maria
Pepin



Pierre
Sarda



John
Allen

Contact email address:

info@execofficeacademy.com

Website:

www.execofficeacademy.com