

ESSENTIAL SKILLS FOR REMOTE EAs

ENSURING PRODUCTIVITY AND
OVERCOME REMOTE WORKING
CHALLENGES



30 APRIL 2021

ONLINE DELIVERY

EXPLORE

- ▶ Develop and refine remote communication preferences, frameworks and hierarchies
- ▶ Optimise time with your executive to gain full engagement during times of high pressure
- ▶ Build frameworks for effectively managing high volume workloads remotely
- ▶ Combat isolation and burn-out, and maintain work-life balance

EXPERT FACILITATOR



Liz Van Vliet
Founder & CEO
My EA Career

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ABOUT THE EVENT

For many EAs, your job has become a lot more complicated. While there is a degree of working remotely in your role normally, we know that many of you are used to being right outside your executive's office, with quick access to resources. With so many companies moving to remote work, every team member will have to adjust their tactics, schedules and communication methods to adapt. As you navigate working from home, maybe for the first time and potentially alongside your children, you're also working your hardest to go above and beyond for your executives to provide some sense of certainty and normalcy for them. Now is your time to shine!

Founder and CEO at My EA Career, Liz Van Vliet works with executive and administrative assistants to equip them with the skills and confidence needed to influence more effectively and demonstrate the leadership and interpersonal skills to make them a linchpin to their boss and organisation. Liz will be sharing her unique experience and expertise, providing you with tips, tools and resources for thriving in your role in a work-from-home environment.

WHO WILL ATTEND?

Professionals providing executive support & running offices in roles including:

- ▶ Executive Assistants
- ▶ Personal Assistants
- ▶ Executive Support
- ▶ Faculty Support and Administration
- ▶ Executive Coordinators
- ▶ Executive Officers
- ▶ Project Officers
- ▶ Office Managers
- ▶ Business Support
- ▶ Administrative Assistants
- ▶ Administrative Managers

YOUR FACILITATOR

Liz is a certified Coach, Consultant, Trainer, Speaker and Podcast Host. Her business 'Being Indispensable' aims to create content that interest you, content that inspire you and contents that helps you not only survive but thrive as an executive assistant, personal assistant or whatever sort of assistant you describe yourself as. Liz generates "aha" moments. Inspiring, encouraging, motivating and empowering, Liz will educate, inform and help you to develop the skills to reach your full potential.



Liz Van Vliet
Founder & CEO
My EA Career

DAY ONE

In this full-day, interactive, virtual workshop, Podcast Host and Executive Coach, Liz Van Vliet will walk you through how to craft your daily schedule for peak productivity and optimise time with your executive for full engagement during times of high pressure. You'll learn how to collaborate with remote coworkers, how to use virtual meetings and catch-ups productively, and gain advice for adapting your working relationship with your executive/s to suit both your needs.

Setting schedules, structures and boundaries

- ▶ Set clear expectations around availability and turnaround times
- ▶ Structure your day for peak productivity and performance
- ▶ Tackle task uncertainty and develop strategies to limit distraction

Communication and connectivity to foster collaborative relationships

- ▶ Collaborate with your executive to develop remote communication preferences and frameworks
- ▶ Optimise time with your executive to gain full engagement during times of high pressure
- ▶ Develop the ability to build rapport and maintain relationships whilst working from home

Resilience through periods of uncertainty and ambiguity

- ▶ Develop emotional resilience to maintain composure during times of conflict
- ▶ Project empathy and remain in control of unfolding situations remotely
- ▶ Build frameworks for effectively managing high level and high volume workloads from home

Ensure mental wellbeing and seek support

- ▶ Understand work-life balance and how to maintain it while working remotely
- ▶ Build strategies for combating feelings of isolation and burnout
- ▶ Schedule regular catch-ups, ask for support and stay connected

