

The International Academy of Project Management is delighted to present the  
**Certified Executive Personal Assistant course (CPEA)**  
as a part of its portfolio of professional designations.



### Who should attend?

This highly practical and interactive course has been specifically designed for:

- Executive Secretaries
- Executive Assistants
- Personal Assistants
- Personal Secretaries
- Office Managers
- Administration Managers
- Management Secretaries
- Senior Assistants
- Executive Personal Secretaries

### Benefits of Attending

By attending this interactive course you will be equipped with the skills to:

- Understand the key fundamentals of corporate behaviour
- Understand the linkages between strategy, projects and operations
- Interpret basic financial statements and reports
- Understand the impact of technology on the modern executive PA
- Appreciate the importance and benefits of people management and leadership
- Understand the art of effective communication and managing conflict
- Enhance your presentation and report writing skills
- Master the art of multi-tasking and basic problem solving
- Appreciate the importance and value of protocol and diplomacy
- Become a Certified Executive Personal Assistant (CEPA.)

Dear Executive Personal Assistant

The role of the Executive Personal Assistant is growing exponentially. You are increasingly required to perform demanding roles on behalf of your boss such as preparing executive reports, make presentations, attending and even making contributions during executive board meetings. This demanding role makes it imperative that the Executive Personal Assistant has sufficient knowledge and understanding of the key fundamentals of Strategic Thinking, Project Management, Corporate Finance and Reporting, Leadership, and Information Technology. On completion of this five day training course you will receive your certification from the International Academy of Project Management (IAPM), which is recognised in over 145 countries. Join your industry peers at this cutting-edge event by simply emailing [info@amc-intsa.com](mailto:info@amc-intsa.com).

Yours Sincerely,  
Geoffrey Baring  
IAPM CEO

### Course Overview

This course is designed to enable executive assistants and other office professional to realize their value and pivotal role in the organisation. By unpacking present demands and requirements from executive leaders of today and top executive assistants, delegates will add relevance to their profession and the emerging roles that are required of the executive secretary in today's global environment.

#### Added benefits of attending the CEPA™ Course

- ✓ The ability to use the designation CEPA. on your business card and resume
- ✓ Lifetime membership to the IAPM professional body
- ✓ Access to the IAPM network and body of information online
- ✓ Gold embossed CEPA. Certificate with your name and designation as MIAPM (Member of the International Academy of Project Management)
- ✓ The CEPA. certification will be received approximately one month following the close of the workshop