

MANAGER DECISION SUMMARY

Executive Assistant Productivity Architect

A 10 week transformation programme

For experienced Executive Assistants who want more control, less manual work and a higher strategic contribution. Participants learn how Microsoft 365, Copilot, automation and AI fit together across real workflows.

Online cohort

10 live half day sessions

Implementation led

Small cohort

Why managers approve it

1 Less manual work

Turns email, meetings, actions and updates into clearer workflows.

2 More control

Improves visibility across decisions, reporting and stakeholder follow through.

3 Strategic support

Helps assistants support leaders with better structure and sharper outputs.

What changes after EAPA

Participants build practical systems

They leave with implemented workflows, templates, prompts and automation thinking they can apply directly to live executive support work.

The value is organisational

This is not a tips based course. It helps organisations reduce friction, improve consistency and modernise how senior support work is delivered.

Programme details

Standard price

£2,995

Non profit price

£2,495

Next cohort

7 October 2026

Further cohort

25 February 2027

Use this summary to support approval or start a team delivery conversation.

Included value and next step

What is included

10 live half day sessions across 10 weeks

Expert teaching with hands on implementation throughout the programme.

Printed EAPA Implementation Playbook

Guidance for audits, workflow design, AI guardrails and practical application.

100 plus workflow templates and examples

Starting points participants can copy, adapt and apply to their own role.

12 months of access to Ask Paul

Exclusive support built from Paul's Microsoft 365, AI, automation and productivity resources.

Private EAPA Teams community

Private cohort and alumni support, with Paul answering questions directly.

Session recordings for 12 months

Revisit live sessions when you need to catch up, review or implement.

EAPA Grad designation

Recognition that graduates may use on LinkedIn profiles, CVs, biographies and email signatures.

Small cohort support and accountability

Designed for implementation, feedback and visible applied change.

Who this programme is for

Experienced Executive Assistants supporting senior leaders, professionals managing high volume and complexity, and assistants who want to use Microsoft 365, Copilot and AI properly.

Built for professionals ready to implement, not passive learners.

Next step

Use the course page for full details, or book a 20 minute call to discuss fit, approval, team delivery or next steps.



View course page

Programme details, dates, pricing and booking options.



Book a 20 minute call

A focused conversation about fit, approval or team delivery.