



EXECUTIVE ASSISTANT PRODUCTIVITY ARCHITECT

EMPLOYER BUSINESS CASE

Why fund the Executive Assistant Productivity Architect Programme?

A practical implementation programme for experienced Executive Assistants and senior support professionals who need to improve how work moves through Microsoft 365, AI and automation.

LIVE DEVELOPMENT

35 hours

NEXT COHORT

22 Feb - 10 May 2027

INVESTMENT

£2,995 + VAT

The business case

EAPA is not a standard Microsoft course. It develops a repeatable way to diagnose work, redesign workflows and then choose the right technology. The aim is practical workplace application, not passive software training.

Improve how work flows Identify friction, duplication and manual hand-offs, then redesign the process before automating it.	Get more from Microsoft 365 Connect Outlook, Teams, SharePoint, Lists, Planner, Forms, Excel and Power Platform around real EA workflows.
Use AI with judgement Apply Copilot and AI with attention to confidentiality, permissions, human review and organisational guardrails.	Return with applied evidence Complete a Productivity Architecture Project based on a real workflow and explain the value of the improvement.

What the organisation is funding

10 live half-day sessions

35 hours of structured professional development with practical implementation between sessions.

277-page EAPA workbook

A substantial implementation workbook covering audits, workflow design, AI, Microsoft 365 and practical application.

Private EAPA Learning Hub

A dedicated SharePoint learning environment with curated resources and programme materials.

100+ workflow examples

Practical starting points that delegates can adapt to their own executive support environment.

Ask Paul

A chatbot grounded in Paul Pennant's training handouts and resources, including EAPA and material developed over approximately 25 years.

12 months of recordings and cohort support

Time to revisit sessions, catch up when work interrupts attendance and continue applying the learning.



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What the delegate learns and applies

EAPA uses the Productivity Architecture Framework so technology comes after the work has been understood and redesigned.

Discover	Map	Diagnose	Design
Govern	Build	Measure	Evolve

The 10-session programme

1. Productivity Architecture	6. Outlook & Teams as the Executive Communication System
2. AI, Copilot and Safe Productivity	7. Forms, Planner and Intake Management
3. Prompting, Copilot Chat and Agents	8. Excel for Workflow Evidence and Reporting
4. SharePoint, Groups and File Architecture	9. Power Automate and Power Apps for EA Workflows
5. Lists, Metadata and Workflow Control	10. Productivity Architecture Project

Time commitment and cohort dates

Mondays, 1:00pm-4:30pm UK time. Ten live sessions run across 12 calendar weeks, with 29 March and 3 May kept free.

22 Feb	1 Mar	8 Mar	15 Mar	22 Mar
5 Apr	12 Apr	19 Apr	26 Apr	10 May

Investment and practical approval

EAPA STANDARD £2,995 + VAT Includes all 10 live sessions, workbook, Learning Hub, workflow examples, recordings, Ask Paul, cohort support and applied project.	CHARITY / ELIGIBLE ORGANISATION RATE £2,445 + VAT Reduced rate for charities and other eligible organisations. Eligibility is confirmed before booking.
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Approval summary

- ◆ Role-relevant professional development for experienced Executive Assistants and senior support professionals.
- ◆ Applied workplace project provides a concrete opportunity to demonstrate learning back in the organisation.
- ◆ Programme focuses on making better use of Microsoft 365 and introducing AI and automation with governance in mind.
- ◆ Today's PA is a CPD Standards Office accredited provider.
- ◆ Invoices and purchase-order arrangements can be discussed where required.

Approve a place or discuss fit

View the programme, check availability or speak to Paul about employer approval and team delivery.

www.todayspa.co.uk/course/executive-assistant-productivity-architect/

INTELLIGENT WORKFLOWS | REAL RESULTS

Executive Assistant Productivity Architect | Today's PA