



EXECUTIVE ASSISTANT PRODUCTIVITY ARCHITECT

PROGRAMME GUIDE & EMPLOYER BUSINESS CASE

Choose the EAPA format that fits the way you want to learn and implement.

One methodology. Two delivery formats. Both designed for experienced Executive Assistants who want to improve how work actually flows across Microsoft 365, AI and automation.

35

LIVE HOURS

277

PAGE WORKBOOK

100+

WORKFLOW EXAMPLES

1

APPLIED PROJECT

10-SESSION EAPA PROGRAMME

Starts 22 February 2027

Mondays | 1:00pm-4:30pm UK time

10 live half-day sessions across 12 calendar weeks

IMPLEMENT BETWEEN SESSIONS

- More time to test, apply and refine between sessions.
- Best for staged workplace implementation.

EARLY BOOKING

£2,745 + VAT

Book by 30 November 2026

Standard from 1 December: £2,995 + VAT

5-DAY EAPA SPRINT

Week beginning 17 May 2027

Monday-Friday | 9:30am-4:30pm UK time

Five live full-day sessions in one focused week

IMMERSIVE WEEK

- Concentrated learning and rapid momentum.
- Best when you can protect one intensive week.

STANDARD RATE

£2,995 + VAT

Charity / eligible organisations: £2,495 + VAT

Same methodology. Different pace.

Choose the format that fits your diary and how you want to implement the learning.

Why organisations fund EAPA

A professional-development programme designed to translate learning into visible workplace improvement.

35

LIVE HOURS
in either delivery format

Not more software training.

A repeatable way to improve how work happens.

01 Less manual work

Identify duplication, delays and repeated handling before deciding what should be automated.

02 Better control

Create clearer ownership, visibility and follow-through across requests, actions and information.

03 More strategic support

Help assistants advise on how work should happen, not simply react to the next task.

04 Better use of Microsoft 365

Connect tools already present in many organisations into more effective workflows.

05 AI with governance in mind

Use Copilot and AI with judgement around confidentiality, permissions, review and approved tools.

06 Applied evidence

Complete a workplace project that explains the old process, redesigned workflow and value created.

WHAT THE ORGANISATION IS FUNDING

277-page workbook

A substantial implementation playbook.

Private Learning Hub

A dedicated SharePoint learning environment.

100+ workflow examples

Practical starting points for real EA work.

Ask Paul

A chatbot grounded in Paul's handouts and training resources developed over approximately 25 years.

Recordings

Revisit teaching after the live sessions.

Cohort support

A private space for questions and continuing contact.

Design the workflow before choosing the technology

EAPA teaches a repeatable way to improve work before reaching for Microsoft 365, Copilot, AI or automation.



The first five stages happen before Build.

Delegates understand the work, identify friction, redesign the better workflow and consider governance before choosing the technology.

CORE LEARNING AREAS

01

Productivity Architecture

Audit work, map processes and identify friction, risk and unnecessary effort.

02

AI, Copilot, prompting and agents

Use AI with stronger prompts, reusable instructions, judgement and safe working practices.

03

SharePoint, Teams and information architecture

Create better structure for files, ownership, collaboration, permissions and trusted information.

04

Outlook, Forms, Planner, Lists and Excel

Redesign communication, intake, action tracking, visibility, evidence and reporting.

05

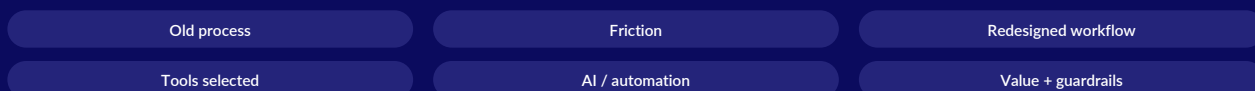
Power Automate and Power Apps

Identify useful automation opportunities and build practical workflows around real EA needs.

APPLIED WORKPLACE PROJECT

One real workflow. Redesigned and explained.

Delegates identify a real process, diagnose the friction, redesign the workflow and show the value created.



Choose the format that fits your diary

Both routes lead to the same EAPA methodology and applied Productivity Architecture Project.

10-SESSION PROGRAMME

22 February - 10 May 2027

Mondays | 1:00pm-4:30pm UK time
10 live sessions across 12 calendar weeks

- 22 Feb - 22 Mar: Sessions 1-5
- 29 Mar: consolidation break
- 5 Apr - 26 Apr: Sessions 6-9
- 3 May: UK bank holiday - no session
- 10 May: Session 10

EARLY BOOKING

£2,745 + VAT

Book by 30 November 2026

Standard: £2,995 + VAT | Charity / eligible: £2,445 + VAT

5-DAY SPRINT

Week beginning 17 May 2027

Monday-Friday | 9:30am-4:30pm UK time
Five live full-day sessions in one focused week

- Day 1: workflow diagnosis and architecture
- Day 2: AI, Copilot, prompting and agents
- Day 3: SharePoint, Teams and information architecture
- Day 4: Outlook, Forms, Planner, Lists and Excel
- Day 5: Power Automate, Power Apps and project

STANDARD RATE

£2,995 + VAT

Charity / eligible organisations: £2,495 + VAT

WHICH FORMAT SHOULD YOU CHOOSE?

Choose the 10-session programme if:

- you want time to apply learning between sessions
- you prefer a lower weekly time commitment
- you want to test and refine workflows between sessions

Choose the Sprint if:

- you can protect one concentrated week
- you prefer an immersive, intensive learning format
- you want to build momentum quickly and continue implementing afterwards

EMPLOYER APPROVAL MADE EASIER

A clear business case, practical outcomes and straightforward booking.

Today's PA is a CPD Standards Office accredited provider. Invoices and purchase-order arrangements can be discussed where required. Team delivery and multiple-place options are also available.



COMPARE & BOOK

Ready to discuss fit or team delivery?

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