



Building a Better
Alliance with your
Executive
IMA Belgium
National Training Day
17 October 2020

- Theme:** **Building a Better Alliance with your Executive - The Four Energies of Leadership**
Topic: Don't be a Follower, be a Leader!
- Trainer:** Adam Fidler www.be.ima-network.org/events
- Format:** Full day of interactive modules
- Date:** Saturday 17 October 2020
- Venue:** Ghent Marriot Hotel, Korenlei 10, 9000 Ghent
- Members:**
- Early Bird fee:* € 120 *till 30 August 2020*
- Full fee:* € 140
- Non-Members:**
- Early Bird fee:* € 140 *till 30 August 2020*
- Full fee:* € 160
- Payment:** BE79 6528 2508 6833 BIC: HBKABE22
- Registration:** <https://www.lyyti.in/beima-NTD2020>



IMA
International
Management Assistants

According to the famous management guru, Peter Drucker: **“Leaders don’t need to manage their time; they need to manage their energy”**.

In his inspiring and interactive style, Adam will share with you what the **Four Energies of Leadership** are, and why they’re important to every Executive and Executive Assistant. Knowing that, you’ll build a stronger alliance with your boss, and engage with them differently by complementing their energies, and style, with yours. This is a must-attend session for any forward-thinking Assistant who realizes their future foundation is based on not just **‘what’ they do, but ‘how’ they do it**.

Programme:

09h30:	Welcome
10h00:	Morning Session
12h30:	Lunch
13h30:	Afternoon Session
16h30:	End

In this practical session, you will learn:

- Why the future of the Assistant is all about the development of behaviors.
- What the four Energies of leadership are and why, and how, they shape the foundation of a successful Boss/EA working relationship.
- How to communicate better and enhance your credibility by ensuring you collaborate with your boss on all four levels.
- Which energies you use most at work, which may be lacking, and why it’s crucial today’s PA/EAs engage and utilize their own energies to add wider value and longevity to their roles.
- How to reverse-mentor your Executive using the four Energies.
- How to assess your strength and weakness across the four types of energies – for greater self-awareness.
- How to use the right energy that is crucial for leading, closely followed by the right energy needed to build relationships.
- How to help manage the ‘spirit’ and emotional energies of yourself and others.
- How to set stretching goals and objectives at work, using the energies as a road map.
- How to use the four energies for your personal growth and wellbeing