

Executive AI Leverage Lab

For Executive Assistants Who Want to Stay Ahead and Become Indispensable



EXECUTIVE EMPRESS COACHING



STRATEGIC AI FOR PROFESSIONALS WHO WANT TO REMAIN THOUGHTFUL, STRATEGIC, AND HUMAN



July 16th | July 23rd | July 30th | 12:00-1:00 pm CST

Helping Executive Assistants use AI to think better, communicate more effectively, and operate more strategically. This live 3-session cohort is designed to help EAs elevate their impact, strengthen executive partnerships, and work more efficiently.



Program Details:

- 3 live sessions (60 minutes each) plus LinkedIn support between sessions
- Interactive, small-group format with additional Q&A discussion after the sessions
- Built for Executive Assistants, not technologists
- Real-time demonstrations, guided practice, and discussion
- You'll leave with prompts, templates, and outputs you can use immediately



Program Overview:

Session 1: Thinking Better with AI

- The E.R.A. Framework for getting higher-quality outputs
- Turning messy inputs into structured outputs
- Improving communication, summaries, and recommendations
- Using AI for executive meeting prep
- Creating decision-ready briefs and executive-level thinking support
- *Outcome: Learn how to use AI as a thinking partner, not just a search tool.*

Session 2: Operational Excellence with AI

- Transform notes, emails, and documents into executive-ready outputs
- Create executive summaries, dashboards, charts, graphs, and presentations in minutes
- Turn information overload into clear priorities, action plans, and next steps
- Build SOPs, process documentation, and workflow guides from brain dumps
- Organize projects and decisions into structured, actionable plans
- *Outcome: Reduce admin effort while producing higher-quality, more strategic deliverables.*

Session 3: Strategic Decision Support + Executive Partnership

- Anticipate executive questions, objections, and stakeholder concerns
- Prepare leadership talking points, decision briefs, and executive updates
- Identify risks, gaps, tradeoffs, and blind spots before they become problems
- Stress-test recommendations and explore multiple perspectives
- Use AI as a strategic thinking partner to strengthen judgment and executive support
- Apply AI ethically while maintaining trust, confidentiality, and professional credibility
- *Outcome: Move beyond task execution and become a trusted strategic partner who helps leaders make better decisions.*



Who This Is For:

- Executive Assistants who want to be seen as strategic partners, not just task managers
- Operations, project management, and other professionals looking to leverage AI more effectively
- Professionals who manage information, communication, and coordination across teams
- Anyone who wants to elevate the quality and impact of their work while working more efficiently



What You'll Gain:

- A practical framework for using AI thoughtfully, strategically, and effectively
- Greater confidence using AI in a professional and trustworthy way
- Faster creation of executive-ready communications, summaries, and reports
- More capacity for strategic work by reducing administrative effort
- The ability to think ahead, anticipate needs, and add value at a higher level
- A clear path from task execution to strategic partnership



Investment:

- \$497 | Early Registration: \$447 (Code: EARLY50)
- The cohort is intentionally limited to maintain a high level of interaction and support.
- **Employer reimbursement receipts available for professional development requests.**
- Certificate of completion provided



Secure Your Spot in the July Cohort:

- [Register on Stripe here.](#)
- Flexible payment options (including Klarna) are available at checkout.
- Receipt is provided for professional development reimbursement.

Hope to see you there!

*content subject to adjustments

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