

Executive AI Leverage Lab

For Executive Assistants Who Want to Stay Ahead and Become Indispensable



EXECUTIVE EMPRESS COACHING



STRATEGIC AI SKILLS FOR EXECUTIVE ASSISTANTS WHO WANT TO LEAD, NOT JUST SUPPORT



June 11th | June 18th | June 25th | 12:00-1:00 pm CST

Helping Executive Assistants use AI to stay ahead and become indispensable. This 3-session live cohort via Zoom is designed for EAs who want to elevate their role from task execution to strategic partnership using AI.



Program Details:

- 3 live sessions (60 minutes each)
- Interactive, small-group format
- Real-time demonstrations and exercises
- You'll leave with outputs you can use immediately
- LinkedIn DM support between sessions



Program Overview:

Session 1: AI as Your Strategic Thinking Partner

- How to prompt like an executive
- Turning messy inputs into structured outputs
- Meeting prep in 10 minutes instead of 60
- Drafting executive communications
- Creating decision briefs
- *Outcome: Stop using AI like Google and start using it like a chief of staff assistant*

Session 2: Operational Efficiency Hacks

- Email triage prompts
- Calendar conflict strategy modeling
- SOP creation from brain dumps
- Summarizing long documents fast
- Turning meeting notes into action plans
- *Outcome: Gain back 3-5 hours per week.*

Session 3: Executive Presence + Strategic Visibility

- Using AI to prepare talking points for leadership meetings
- Anticipating executive questions
- Building executive-ready reports
- Turning AI outputs into polished deliverables
- Ethical + smart AI usage
- *Outcome: Operate as a proactive, executive-level thought partner*



Who This Is For:

- Executive Assistants who want to become more strategic in their role
- EAs who know AI is important but aren't sure how to apply it effectively
- Professionals who want to save time while increasing their impact
- EAs who want to be seen as a thought partner, not just a task manager



What You'll Gain:

- A clear framework for using AI to support **executive-level thinking**, not just task completion
- The ability to **anticipate your executive's needs** and prepare materials before being asked
- Practical ways to create **executive-ready emails, briefs, and talking points in minutes**
- Increased confidence using AI in a way that feels **strategic, polished, and trustworthy**
- Time-saving workflows that help you **work more efficiently without lowering your standards**
- A shift from reactive support to being seen as a **strategic, executive-level partner**



Investment:

- \$397 (Founding Cohort Rate)
- This first cohort is intentionally limited to maintain a high level of interaction and support
- **Many participants submit this through their professional development budget.**
- Certificate of completion provided



Secure Your Spot in the June Cohort:

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

This is not about using AI more. It's about using it in a way that elevates how your executive experiences you and your output.

Hope to see you there!

*content subject to adjustments

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