

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



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
- 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
- Stay afterward for optional Q&A, discussion, and personalized support.



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 Efficiency Hacks

- Turning meeting notes into action plans
- Creating executive summaries, priorities, and action plans
- SOP creation from brain dumps
- Turning email overload into clear priorities and next steps
- *Outcome: Reduce administrative effort while improving the quality of your work.*

Session 3: Executive Presence + Strategic Partnership

- Anticipating executive questions and concerns
- Preparing leadership talking points
- Creating executive-ready reports and updates
- Using AI to identify risks, gaps, and next steps
- Ethical and effective AI usage
- *Outcome: Show up as a proactive strategic partner instead of a reactive task manager.*



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 getting consistently high-quality results from AI
- 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 avail. 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, and a receipt is provided for professional development reimbursement.*

Hope to see you there!

*content subject to adjustments

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