

L E W I S
C O L L E G E




Est. 1984


Leadership and Management for Executive Assistants

COURSE PROSPECTUS

Accredited by NCFE CQ | Centre No: 9000606

Quality education through distance learning.

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 lewiscollege.co.uk

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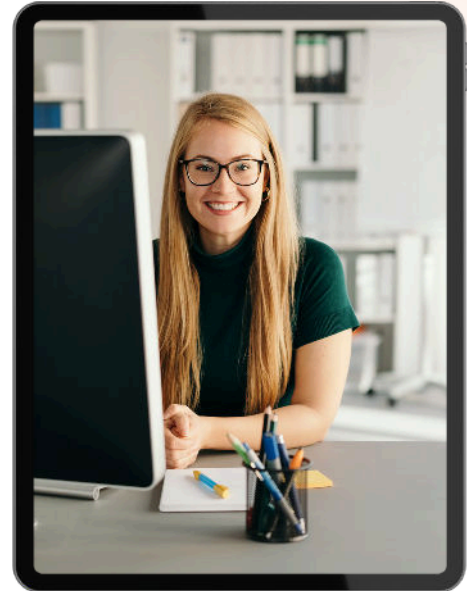
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Overview

What to expect from this diploma

The Leadership and Management for Executive Assistants course helps you build the confidence, knowledge, and practical skills needed to support senior leaders at a higher level. You'll develop key skills in leadership, communication, meetings, team dynamics, project support, negotiation, compliance, and modern workplace tools such as AI. Study entirely online, at your own pace, with expert personal tutor support from start to finish.



GETTING YOU JOB-READY

By the end of this course, you'll be ready to support leaders, manage communication, contribute to meetings and projects, and take on greater responsibility within a modern organisation.

Qualifications Included

This course is **NCFE CQ certified**, giving you nationally recognised qualifications that meet professional training standards. All qualifications are benchmarked to **Ofqual QCF** level descriptors, so you can trust the depth and quality of your training. You'll also earn the **Leadership and Management for Executive Assistants course** — recognised across the UK business community.



CQ10471

Leadership Skills Certificate (Level 3)

CQ10448

Managerial Administration Diploma (Level 4)

CAREER OUTCOMES

This course is designed to complement your existing PA or EA experience and help you step into a more confident, strategic support role.

It is ideal if you already support managers, directors, or senior leaders and want to strengthen your leadership, communication, project, and decision-making skills.

Rather than preparing you for an entry-level role, this course helps you build on what you already know, add greater value to your organisation, and position yourself for progression into senior EA, business support, or leadership-focused support roles.

Leadership and Management for Executive Assistants Learning Journey

01

Enrol & Get Started

Join Lewis College, meet your personal tutor, and access your tailored study plan and Learning Hub.

02

Study Around Your Role

Learn online at your own pace while continuing to build on your existing PA or EA experience.

03

Build Leadership Skills

Develop confidence in communication, meetings, team dynamics, project support, negotiation, and decision-making.

04

Apply Skills at Work

Use your learning to support senior leaders more effectively, contribute to projects, and take on greater responsibility.

05

Step Into Progression

Position yourself for senior EA, business support, executive support, or leadership-focused administrative roles.



Study Online — Your Way

Study 100% online from home or the workplace.

You'll access your course via our Learning Hub on your computer or laptop.

Expect continuous expert tutor support, step-by-step exercises, demo videos, and downloadable materials.

You have up to **6 months** to complete the course, giving you full flexibility for work and life commitments.

Leadership Units

You'll develop skills to lead and motivate teams.

Topics include:

- Team Leadership
- Motivation & Emotional Intelligence
- Coaching & Communication
- Performance Management



You'll learn how to inspire others, manage performance reviews, and deliver feedback effectively.

Why this matters: Strong leadership skills turn an Executive Assistant into a trusted advisor and team influencer.

Managerial Administration Units

Advance to strategic-level tasks with modules covering:

- Legislation & Codes of Practice
- Chairing Meetings
- Project Management
- Effective Negotiation
- Staff Training Reviews



You'll be able to plan, lead, and evaluate key business processes confidently.

Why this matters: In the workplace, these skills help you make informed decisions and contribute at management level.

Why Choose Lewis College

CHOOSING WHERE TO STUDY IS AN IMPORTANT DECISION

At Lewis College, you're joining one of the UK's most trusted names in professional distance learning.


For over four decades, we've helped thousands of students gain new qualifications, build confidence, and achieve real career success.

Our courses are designed around you — flexible, practical, and supported every step of the way.

HERE'S WHY STUDENTS CHOOSE LEWIS COLLEGE:

- **Over 40 years of excellence** in professional distance learning. Our reputation is built on consistent results and long-term student success.
- **Nationally recognised accreditation** (NCFE CQ & CPD). Every qualification is benchmarked to UK standards, ensuring your training is respected by employers.
- **Personal expert tutor support from start to finish.** You'll have a dedicated tutor for each unit who provides one-to-one feedback, encouragement, and guidance.
- **Flexible online learning for busy professionals.** Study anywhere, anytime, and fit your learning around work, family, and other commitments.
- **Career and CV guidance included.** We'll help you refine your CV, prepare for interviews, and position yourself confidently for your next career move.
- **Modern digital focus** — SharePoint, Teams, LinkedIn, and AI. Stay ahead of the curve with digital skills employers expect from today's Executive Assistants.

"What stood out most was the sense of community. Even whilst studying remotely, I felt part of something steady and supportive - a space where adult learners are treated with care and where growth is honoured at every stage." - Rosie

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