

Strategic Assistant Micro-Intensive

Three weeks. Work-embedded. No conference travel.

THREE WEEKS · ON-DEMAND LEARNING + WEEKLY LIVE EXECUTIVE COACHING · ALL SESSIONS RECORDED · INDIVIDUAL AND ORGANIZATIONAL ENROLLMENT

THE OPPORTUNITY

Your assistant may already hold more strategic capacity than your office is using.

Most executives who look into developing their assistant are not solving a problem. They are looking for capacity. That instinct is correct. The person supporting you already holds your context, your relationships, and the shape of your week.

This program develops that position deliberately, in twenty-one days, without removing your assistant from the work. What changes is not how busy your office is. It is how much of your week is spent on the decisions only you can make.

WHAT CHANGES FOR YOU

YOUR WORKING STYLE

Your assistant learns where your energy compounds and where it drains, so more of your week is spent in your highest-contribution zones and more of the work that pulls you out of them is absorbed before it reaches you.

YOUR DECISION PATTERNS

Communication drives execution more than any other variable. Information reaches you already shaped for how you decide, which lifts execution velocity across everything moving through your office.

YOUR RISK THRESHOLD

More moves forward without waiting on you, and the decisions that genuinely need your judgment arrive with the exposure already mapped.

WHAT YOU NEED IN ORDER TO DECIDE

Decision fatigue is the tax on senior leaders right now. When your assistant knows what you need in front of you, the volume of decisions you can carry goes up without the drag that usually comes with it.

WHO IT IS BUILT FOR

ALREADY HOLDS THE CONTEXT

They carry information, history, and relationships that exist nowhere else in your office.

ALREADY TRUSTED WITH JUDGMENT

They are handling decisions, access, and sensitive information that require discretion rather than instruction.

ALREADY AT THE CEILING OF EXPERIENCE

What raises them from here is frameworks, language, and executive judgment. That is precisely what this develops.

This is not entry-level administrative training. It creates the most value when the person in the role has already outgrown what effort alone can teach.

HOW THE DEVELOPMENT WORKS

LEARN THE STRATEGY

Short, on-demand lessons built around executive schedules. A concept lands in one sitting, not one week.

APPLY IT INSIDE THE WORK

The framework is used on the work already on the desk that week. Nothing waits for the program to end.

BRING IT TO COACHING

Live executive group coaching, where what was tried gets refined by an organizational psychologist.

THE THREE WEEKS — A NEW PROFESSIONAL OPERATING SYSTEM, INSTALLED IN TWENTY-ONE DAYS.

WEEK 1

Strategic Identity Reset

- The Three Arenas of Strategic Work™ — the framework that defines exactly where high-value time should go.
- The identity shift — from “I schedule meetings” to “I enable strategic decision-making.”
- The language and capabilities that earn a seat at the strategic table.

Outcome: your assistant operates with the identity, language, and presence of a strategic partner.

WEEK 2

Executive Partnership Mastery

- Your working style, decision patterns, and communication preferences are mapped across four executive profiles and five behavioral dimensions used with C-suite leadership teams.
- Briefs, recommendations, and updates begin landing in the exact format you process fastest, which compresses decision cycles across the week.
- The mapping produces a ninety-day growth plan you see directly, so this becomes a partnership investment with visible return rather than a course your assistant is taking.

Outcome: measurable lift in your capacity, impact, and execution without adding an hour to your calendar.

WEEK 3

Strategic Assistant AI Advantage

- Leading AI adoption inside the executive office rather than using another AI tool.
- The strategic framework for when to deploy AI, when not to, and where it creates real executive leverage.
- AI as a force multiplier for the partnership, not a productivity trick.

Outcome: an AI-fluent partner who knows where AI creates leverage and where it only consumes attention.

DELIVERY

- On-demand video companion delivered in short, bite-size lessons that fit an executive schedule
- Weekly live executive group coaching with direct feedback from Joshua Washington
- Every session recorded, so a board week or a travel week does not cost your assistant the material
- No conference travel and no time away from the office
- Private community of senior executive assistants
- The Automation Toolkit: plug-and-play setups for Zapier, Make.com, Claude, and ChatGPT
- Strategic Assistant Micro-Intensive Badge and Certificate of Completion
- VIP admission adds lifetime access to all replays, slides, and resources

The Micro-Intensive is where the identity shift begins. In three weeks, an assistant moves from senior task-doer to Strategic Assistant, and once you see the difference you cannot unsee it. This is the foundation. The ElevateEA Master Strategy Class is the mastery.

JOSHUA WASHINGTON · FOUNDER, EA-PROS · ORGANIZATIONAL PSYCHOLOGIST & SENIOR EXECUTIVE COACH

WHAT YOUR ORGANIZATION GAINS

3 weeks TRANSFORMATION TIMELINE	10–15 hrs RECLAIMED PER WEEK FROM ADMIN GRIND	20–30% REDUCTION IN EXECUTIVE DECISION LATENCY	100+ RESEARCH SOURCES
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REDUCED DECISION LATENCY

Problems arrive as crisp choices instead of open-ended updates, cutting executive decision latency by 20–30%.

RECLAIMED EXECUTIVE CAPACITY

Ten to fifteen hours per week returned to your assistant translates directly into more prep time, better decision support, and less executive re-work.

AI ADOPTION LEADERSHIP FROM WITHIN

Your assistant becomes the person who systematizes AI across the executive suite, for organizational leverage rather than personal productivity.

A LOW-COMMITMENT ENTRY POINT

For organizations exploring premium assistant development, this is the fastest way to validate return before scaling to the nine-week ElevateEA Master Strategy Class.

Frameworks deployed by assistants at Amazon, Microsoft, Target, and Capital One.

WHY THIS IS NOT TYPICAL EA TRAINING

	STRATEGIC ASSISTANT MICRO-INTENSIVE	TYPICAL EA PROGRAMS
Designed for	Senior EAs ready to become strategic partners	General administrative professionals
Built by	Organizational psychologist and senior executive coach	Trainers or former EAs
Format	Three weeks with live executive group coaching	One-day event or self-paced video
Core method	Executive-level psychology and AI mastery	Soft-skills workshops or prompt guides
Progression	Ladders into the nine-week ElevateEA Master Strategy Class	Standalone event with no pathway

INVESTMENT

VIP ADMISSION

\$1,997

EARLY REGISTRATION · RETAIL \$2,497 · PAYMENT PLAN \$499 × 4 MONTHS

- Everything in General Admission
- Lifetime access to all replays, slides, and resources
- Done-with-you AI stack setup, configuring the core three tools live
- Front-row access and extended Q&A in all live sessions
- Hot-seat coaching with Joshua Washington

GENERAL ADMISSION

\$1,297

EARLY REGISTRATION · RETAIL \$1,497 · PAYMENT PLAN \$325 × 4 MONTHS

- Full three-week core curriculum: Identity Reset, Executive Partnership Mastery, AI Advantage
- Weekly live coaching sessions
- Private community of senior executive assistants
- The Automation Toolkit and Certificate of Completion

Falls under the \$5,250 annual IRS threshold for tax-free employer-provided educational assistance.

ORGANIZATIONAL ENROLLMENT

SEATS	DISCOUNT	PER SEAT	TOTAL
3–5	15% off	\$2,122	\$6,366 – \$10,610
6–10	20% off	\$1,998	\$11,988 – \$19,980
11–20	25% off	\$1,873	\$20,603 – \$37,460
21–30	30% off	\$1,748	\$36,708 – \$52,440
30+	Custom	Private cohort	Contact for pricing

Private cohorts for twelve or more assistants include a dedicated cohort, a custom kickoff session, and executive readouts to leadership.

COMMON FUNDING APPROACHES

- Professional development budget
- Individual investment with employer tuition reimbursement
- Executive productivity investment from the leadership budget

Ready to develop the assistant you already rely on?

Sponsor a seat in the next cohort, or schedule a fifteen-minute fit conversation with EA-Pros founder Joshua Washington.

**executivepartnershipmastery.eaproscommunity.com/join ·
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