

ADAM FIDLER ACADEMY PROGRAMME DATES:



Adam Fidler Academy

April to December 2024

16 April	Level 3 Executive Presence and Partnering	Manchester
18-19 April	Level 4 Management Skills	Manchester
23 April	Hays PA/EA Breakfast Seminar with A Fidler	Nottingham
25-26 April	The Strategic Executive Assistant (Level 4)	Manchester
29-30 April	Get Ahead as an Executive PA (Level 3)	Manchester
1 May	Level 3 Human Resources	Manchester
2 May	Level 3 Finance	Manchester
7-8 May	Level 4 Commercial/Business Awareness	Manchester
9-10 May	Level 5 Operations Management	Manchester
13 May	Level 3 Governance/Legal Frameworks	Manchester
20 May	Level 3 Mastering Minute-Taking	Manchester
21-22 May	Level 3/Level 4 Role of Executive Assistant	Manchester
24 May	The New Executive Assistant	Manchester
28-29 May	Level 4 Effective Office Management	Manchester
6-7 June	The Strategic Executive Assistant (Level 4)	Barcelona
10 June	Level 3 Project Management	Manchester
13-14 June	The Strategic Executive Assistant (Level 4)	Manchester
17 June	Level 3 Governance/Legal Frameworks	Manchester
19 June	Alumni and Networking Evening	London
20-21 June	The Strategic Executive Assistant (Level 4)	London
25-26 June	Get Ahead as an Executive PA (Level 3)	Manchester
27 June	Level 3 Business Writing	Manchester
28 June	Level 3 Minute-Taking	Manchester
4-5 July	Level 5 Diploma in Business Management	Manchester
10-11 July	Level 4 Management Skills	Manchester
12 July	Level 3 Managing Workload	Manchester
16-17 July	Level 4 Commercial/Business Awareness	Manchester
18 July	Graduation Ceremony from 3:00 pm	Manchester
24-25 July	Level 3/Level 4 Role of Executive Assistant	Manchester
26 July	The New Executive Assistant	Manchester

5-6 Sept	The Strategic Executive Assistant (Level 4)	Manchester
10-11 Sept	Level 3/Level 4 Role of Executive Assistant	Manchester
13 Sept	The New Executive Assistant	Manchester
20 Sept	Level 3 Mastering Minute-Taking	Manchester
26 Sept	Level 3 Project Management	Manchester
27 Sept	Level 3 Finance	Manchester
3-4 Oct	Level 5 Diploma in Business Management	Manchester
8-9 Oct	Get Ahead as an Executive PA (Level 3)	Manchester
11 Oct	Annual Learning and Collaboration Day	Manchester
14-15 Oct	Level 4 Management Skills	Manchester
17 Oct	Level 3 Business Writing	Manchester
18 Oct	Level 3 Managing Your Workload	Manchester
25 Oct	Level 3 Human Resources	Manchester
28-29 Oct	The Strategic Executive Assistant (Level 4)	London
31 Oct	Level 3 Governance/Legal Frameworks	Manchester
6 Nov	Level 3 Mastering Minute-Taking	Manchester
7-8 Nov	Level 4 Commercial/Business Awareness	Manchester
14 Nov	Level 3 Executive Presence/Partnering	Manchester
15 Nov	Level 3 Project Management	Manchester
19 Nov	Level 3 Finance	Manchester
21-22 Nov	Level 4 Effective Office Management	Manchester
28-29 Nov	The Strategic Executive Assistant (Level 4)	Manchester
2-3 Dec	Get Ahead as an Executive PA (Level 3)	Manchester
6 Dec	Alumni and Networking Day	Manchester
9-10 Dec	Level 3/Level 4 Role of Executive Assistant	Manchester
12 Dec	Level 3 Business Writing	Manchester
16-17 Dec	Level 4 Management Skills	Manchester

The programmes and dates shown in **blue type** are dates when students can start the EA Diploma, Level 3 EA, Level 4 EA or Level 5 Diploma qualifications. Events are shown in **red type**. Our popular two-day stand-alone programmes are shown in **black type**.

Please email us for more information at adam@adamfidler.academy

(Updated: 8 April 2024)