

BUILD YOUR EA SKILLS

Higher Education Program for Executive-Level Assistants



Join a collaborative learning experience for UVA's EAs, aspiring EAs, and entry-level administrators

HOW DOES IT WORK?

HEPELA is an on-Grounds, 12-session program built for the University of Virginia. Effective assistants can make impactful contributions to all levels of the organization and staying relevant is crucial. The HEPELA program will support EAs in growing personally, navigating logistics, solving problems, and delivering results.

The total cost is \$2,000, and the program is designed so eligible participants can use UVA professional development funds to pay for it.

TOPICS

- Emotional Intelligence
- Leading at Every Level
- Leading Self
- Career Pathways
- Influence w/out Authority
- Strategies for EAs
- Quality from Beginning to End
- Communication
- Etiquette and Professionalism
- Working With Your Boss
- "I've Got This Covered"
- Your Future

DETAILS

- 12 half-day sessions
- In-person learning on Grounds
- Highly interactive and actionable
- Network with Your Peers
- Cost: \$2,000 total, broken into two payments to work with professional development funds:
 - \$1,000 billed in 2023
 - \$1,000 billed in 2024

SESSION DATES

October 24
October 31
November 14
November 28
December 12
December 19
January 23
January 30
February 6
February 13
February 20
February 27

TIME & LOCATION

8:30 a.m. – Noon
Zehmer Hall

READY TO SIGN UP?

Email Lesa Hanlin,
Director of Strategic
Partnerships, at
lesa@virginia.edu.

VISIT scps.virginia.edu CALL (800) 346-3882 CONTACT lesa@virginia.edu