



EXECUTIVE ASSISTANT SEARCH & CONSULTING

## **8 Critical Practices for the New Partnership in Executive Support**

### **1. Be able to pivot with respect to time, place, and priorities**

Whether virtual or in the office, be able and willing to independently assess needs and projects relative to the timing and execution of priorities. Consistently query and collaborate with managers relative to change and time schedules based on global and/or client demands.

### **2. Effective communication must be transparent, consistent, and frequent**

Become the “Director of Communications” with a commitment to proactively asking questions needed to function strategically, optimally, and with flexibility

### **3. Master the art of Executive Business Partnership (EBP)**

The EBP role is a level of support requiring your leadership and management skill. As much as is possible, learn the strategy and business, as well as related priorities of those you support.

### **4. Develop the habit of discovering relevant needs that allow you to be consistently proactive**

Anticipate needs before they are requested, communicate, whenever possible, deliver solutions rather than problems.

### **5. Practice a tactical intention for the present, with a strategic and future- oriented focus**

Ask relevant questions so that you can discover what unspoken expectations are not being met: listen to what is being said and explore thoroughly what is *not* being said.

### **6. Become the “Operations Guru” of a partnership you create**

Learn the latest technology and develop more efficient systems and processes. Recognize what new and different support is needed for rapidly shifting priorities and changes in real time.

### **7. Strengthen and enhance levels of trust**

Deliver more than expected on promises and consistently communicate status and progress

### **8. Constantly assess how to maximize productivity and minimize the challenge of the “unknown” or rapidly changing landscape**

Contribute new ideas for support in whatever areas you are able to help. Take initiative to lead projects, manage accountability in meetings, and increase your value in new ways.