

# Executive Support

Your gateway to world-class training for administrative professionals



[executivesupportmedia.com](https://executivesupportmedia.com)



# About Executive Support Media

Executive Support Media – your gateway to world-class training for administrative professionals.

Our success is not just down to our products; it's down to our core belief that we are here to serve each and every assistant to ensure that you meet your full potential. We talk to thousands of you every year to ensure that we understand the market, the latest thinking, the skills you need to future-proof your career, your issues and how your workplace is changing. With over 100,000 assistants connected to us globally, we foster a community where ideas, best practices, and inspiration are shared.



“Executive Support Media is all about developing innovative, world-class training solutions for administrative professionals. We believe publishing is about creating community, starting conversations, and driving change.”

 **Executive  
Support** events

 **Executive  
Support** magazine

 **Executive  
Support** training

 **Executive  
Support** consultancy



# About Lucy Brazier OBE

Lucy Brazier OBE is one of the world's leading authorities on the administrative profession. Author of 'The Modern-Day Assistant: Build Your Influence and Boost Your Potential', she is the CEO of Executive Support Media is a global force synonymous with world-class conferences and training, including Executive Support LIVE, the Modern-Day Assistant, and Executive Support Magazine, the gold standard of training in print for administrative professionals. Lucy is passionate about ensuring the Assistant role is truly recognised as a career and not just a job and is dedicated to supporting the development of both senior and aspiring administrative professionals. She has keynoted at almost every major conference for Assistants globally and has a unique overview of the role and where it is heading.





# Honours and Awards

OBE (Officer of the British Empire) awarded to Lucy Brazier in June 2021 by Her Majesty the Queen in the Queen's Birthday Honours List for her services to Office Professionals.

Honorary Fellowship of the Institute of Administrative Management (HInstAM) - awarded to Lucy Brazier, April 2018

Customer Outreach Award 2019 by findcourses.co.uk

International Ambassador for the EA Profession – awarded to Lucy Brazier, October 2016

Finalist – PPA Independent Publisher's Business Media Brand of the Year 2016

EA Contributor of the Year – awarded to Lucy Brazier, October 2015

Finalist - PPA Independent Publisher's Business Magazine of the Year 2013

Winner 2024 International Book Award Career Book of the Year for  
The Modern-Day Assistant: Build Your Influence and Boost Your Potential



**Executive  
Support**



# Companies that work with us

These are just some of the companies that subscribe to the magazine, have attended our events or booked us for training



**Executive  
Support**



# Executive Support Magazine

## Welcome to Executive Support Magazine

Executive Support Magazine is the leading training publication for senior and aspiring executive assistants and administrative professionals.

Choose from three types of subscription.

Digital Only, Print & Digital, or our Corporate Licence for all your assistants.

Our subscriptions include access to the entire archive of 2000 training articles PLUS 20% discount off all our events and training,

Unlock the full potential of Executive Support Magazine for you and your team.



 **Executive  
Support** magazine





# THE MODERN-DAY ASSISTANT

AS AN ADMINISTRATIVE BUSINESS PARTNER

With Lucy Brazier OBE



## Lucy Brazier's life-changing signature training course

In this two-day masterclass, Lucy Brazier OBE looks at the role past, present and future to explain why it has developed how it has. She explores the opportunities that this creates for you to become a true Business Partner to your Executive, including developing the partnership, establishing the ground rules, communication, adapting to style & maintaining a great partnership.

(Level 3-4 on the Global Skills Matrix)

Full information on all Modern-Day Assistant dates below.







## ELEVATING THE ROLE OF THE EXECUTIVE ASSISTANT

The ACEA® program is the world's only internationally recognised certification for Executive Assistants. It offers intensive business training, catering to their evolving role and expanding responsibilities. Available as a 5-day in-person or remote course, ACEA provides essential business skills and knowledge. Whether in a classroom or online, ACEA® ensures an engaging, interactive learning experience, fostering shared learning among participants. ACEA scores 4.9 stars out of 5 from over 750 attendees.

(Levels 3-4 on the Global Skills Matrix)

Full information on all ACEA dates below.







# Executive Support LIVE



Executive Support LIVE London  
Course type: In-Person Conference  
14th - 15th November 2025  
Magazine subscribers: £999  
Non-subscribers: £1,199



Executive Support LIVE Brisbane  
Course type: In-Person Conference  
6th - 7th March 2026  
Magazine subscribers: £892  
Non-subscribers: £1,110

Like our magazine, LIVE doesn't bring you the run of the mill or the obvious. We are continuously looking for new ways to teach the skills that will futureproof your role and ensure you learn, thrive and excel in your career.

Our conferences take place throughout the year and around the world. We are excited to be back with new line-ups of trainers and speakers to inspire and educate you.







# Unlocking the AI Revolution: Earn Your Microsoft AI Certification Badge



This 6-hour program empowers administrative professionals to earn the Microsoft Certified: AI Badge, demonstrating expertise in AI-powered solutions. This certification validates your ability to streamline operations, boost efficiency, and drive innovation within your organization.

Led by Professor Corinne Hoisington, a renowned Microsoft trainer and AI expert, this course provides hands-on strategies to harness cutting-edge AI tools like ChatGPT, Perplexity, Claude, Copilot, and more. Gain practical skills to transform your role and stay ahead in the AI revolution.



**MICROSOFT MOST VALUABLE PROFESSIONAL  
IN BUSINESS AND COMPUTING**



# ES Tech

18th - 19th September 2025



The world's top tech trainers  
from around the globe

24 hours continuous  
learning & inspiration

Includes 4 weeks  
access to replays

Want to keep up to date with the latest technology for your role? Our online ES Tech event contains 24 hours of practical training about new trends in technology and a huge dose of inspiration from the world's top trainers for administrative professionals. We aim to improve your work life and help you strive for bigger and better things every day.

With over 20 training sessions, this is the **ONLY** tech-focused conference specifically designed for administrative professionals that covers all time zones!





# ES GLOBAL

11 - 12 June 2026



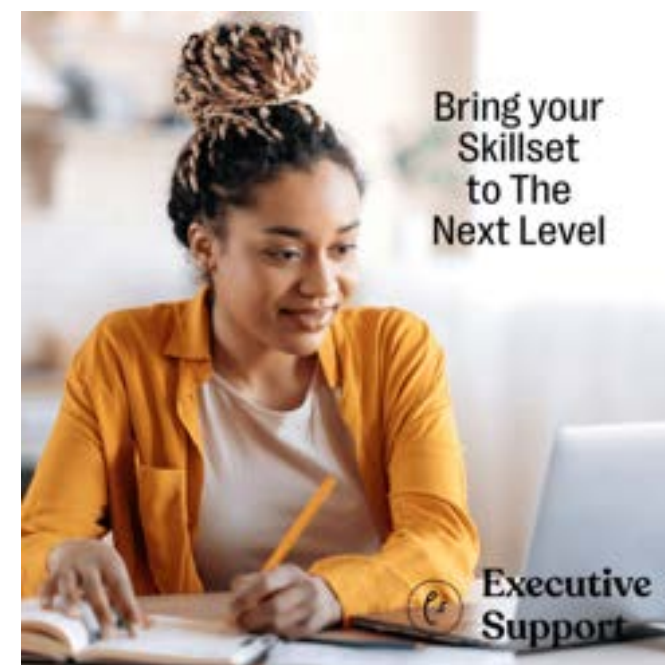
WHERE PROFESSIONAL DEVELOPMENT COMES ALIVE

The world's top trainers  
from around the globe

24 hours continuous  
learning & inspiration

Includes 4 weeks'  
access to replays

Our world-class flagship online training conference for Assistants is back! Now in its fifth year, Global promises to be 24 hours of continuous learning and networking opportunities. Featuring the top trainers in the administrative field, this event covers all aspects of the role, ensuring participants gain valuable insights and skills. With 30 days of post-event access to replays, attendees can further their development at their own pace. ES Global is the premier destination for administrative professionals seeking world-class training and networking opportunities.





# Learning Library

## Executive Support Learning On-Demand

Learn in your own time with leading speakers and trainers from around the world

Access over 300 hours of affordable, on-demand learning tailored for administrative professionals, designed to fit your schedule. Gain access to top trainers worldwide through our extensive library of courses and videos. Whether you're seeking individual training or team development, we offer customizable options to suit your needs. Build your 2024 learning portfolio with one-off sessions or opt for a 12-month individual or corporate membership for ongoing access






# Speaker Bureau


Here at Executive Support Magazine we work with the top speakers and trainers in the world for Assistants. We have personally seen every single one of them speak and know their strengths.

Maybe you are a company looking for a trainer on a specific topic to train and motivate your Assistants. Or you need a speaker/keynote for your next event, or maybe you organise conferences and would like advice on a selection of speakers to work together to make your next event the best yet, we have the right people for you.




**Executive  
Support** magazine


**SPEAKER  
BUREAU**



**Lizebeth Koloko-Green** ↙  
Founder & CEO, ANWOW | Executive Assistant  
| Microsoft Office Specialist Expert | Trainer



**Peggy Vazquez** ↙  
Inspirational Speaker | Best-Selling Author |  
Empowerment Coach | Former Chief EA



**Jessica McBride** ↙  
Tech Savvy Assistant

For more information:

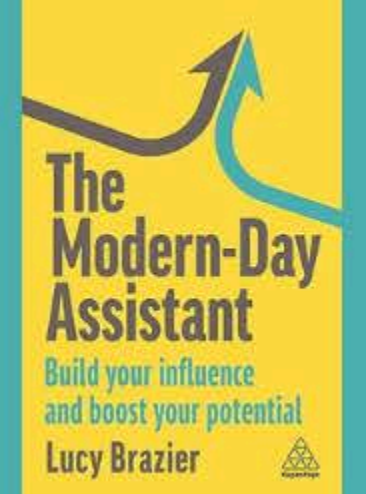
[executivesupportmagazine.com/speaker-bureau/](https://executivesupportmagazine.com/speaker-bureau/)





# THE MODERN-DAY ASSISTANT

By Lucy Brazier OBE



## The Modern-Day Assistant: Build Your Influence and Boost Your Potential by Lucy Brazier OBE

Winner of the 2024 International Book Award's Career Category

When you order over 100 copies of Lucy Brazier's book, *The Modern-Day Assistant: Build Your Influence and Boost Your Potential*, we can organise to have them personalised for your business.

We can add your company logo to the front page, add a personalised message from your company to the assistants inside the book, or Lucy can write a message to all your assistants that is then printed.

Just contact Germaine Knight at [gknight@executivesupportmedia.com](mailto:gknight@executivesupportmedia.com) if you want more information on ordering books and would like to talk it through.



Kindle Customer

★★★★★ Verified Purchase

**This book is gold!**

Reviewed in the United States on 20 January 2024

I devoured this book in just a couple days and used the information, specifically the Global Skills Matrix for the admin profession, to write my goals. I've been in the admin role for over 10 years and have spent most of the time trying to get out of the role instead of using the role to build my career. The resources and information in this book helped me see my path forward to a career in the admin field. If you feel stuck in your role or are looking to advance your career to EA or even CoS - GET THIS BOOK!



# Consultancy

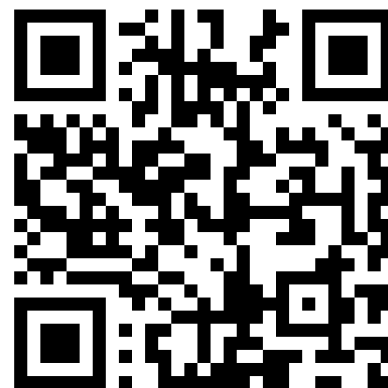
Revolutionise your workplace!

We've been working with some of the most successful companies in the world over a number of years, advising on career pathways, helping to restructure teams, advising on career development and helping implement training programmes to take their business support functions to the next level. So we thought it was time to make it an official part of the business.

We are happy to share case studies, quantifiable results and testimonials.

The results speak for themselves.

Book a meeting to discuss what you are trying to achieve in more detail.



**Executive  
Support**





# The 25% Workshop

Unlock the true potential of your Executive Assistants and transform leadership productivity

The 25% Workshop is an intensive, in-house training program designed to equip Executive Assistants with the skills and strategies to free up 25% of their executives' time, leading to greater efficiency, cost savings, and a higher-performing leadership team.

When assistants are trained to strategically manage time, decision-making, and processes, executives can focus on high-value leadership activities – driving business growth, innovation, and strategic decision-making.



**Executive Support**

## Unlock 25% More Executive Time

The 25% Workshop is an in-house training program that empowers Executive Assistants with skills and strategies to free up 25% of their executives' time—boosting efficiency, cutting costs, and enhancing leadership performance.

- ✓ Clear, Measurable ROI
- ✓ Strategic Business Support
- ✓ Enhanced Collaboration

[www.executivesupportmedia.com](http://www.executivesupportmedia.com)

# Global Skills Matrix



## Welcome to the Global Skills Matrix

We are proud that our CEO, Lucy Brazier, was involved in working with the World Administrators Alliance to shape this globally recognised, award-winning career framework for administrative professionals that makes it possible to identify career progression opportunities to realise the potential to an organisation of an effective administrator.

The Global Skills Matrix won the Best Education or Professional Development Offering at the International & European Association 2022 Awards.

We would be delighted to arrange a meeting with Lucy Brazier to discuss The Global Skills Matrix in more detail with your team or HR department. The Global Skills Matrix is a free resource.





# FREE E-Books

At Executive Support Magazine we want to help administrative professionals all over the world to be the best in their roles that they can possibly be. We do this by sharing tips, ideas, practical advice and supportive suggestions that will empower those in the profession not only to succeed but to excel. Every year we provide some of our most important content free to all members of the profession via our ebooks.



The Dynamics of Organising Meetings



AI Unleashed: Leveraging Technology With



Lucy Brazier's Email Triage System



Top 10 Articles of 2023



Agile Working



Top 10 Articles of 2022



The Big Opportunity: Assistants as Change Agents (Portuguese)



Executive Support Magazine - Apr/May 2022





# Adminchat



Introducing Executive Support Media's FREE training hub with over 300 videos, exclusively designed for Administrative Professionals! Join us for our weekly #adminchat and gain access to top trainers and influencers in the administrative world. Subscribe now to unlock new free weekly training webinars, insightful interviews, and much more to enhance your skills and excel in your administrative career!





# Our Foundation ISIPHO Admin



## Changing Lives, One Person at a Time

In South Africa more than half of the youth (over 15 years old) have no money to pay for their tuition. This is why Anel Martin, Teri Wells and Lucy Brazier decided to start Isipho Admin in 2015, to help these young adults to gain the education that was being denied them, simply because of lack of funds.

Isipho means The Gift and every year the foundation selects, funds and prepares the best and brightest candidates for a career as an administrative professional. We set them up for future success, and provide opportunities where none existed.

Throughout the year we organise prize draws, gala dinners, and various other events to help raise money for this worthy charity.



# TrustPilot Testimonials



Janet



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Lucy was truly amazing. To have someone of her caliber come and be so invested in making our organization better was transformative. She truly cares about us and our executives. There is truly no better partner you could have in making your organization the best it can be.

Corina



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Executive Support takes into account the needs and wishes from assistants all over the world, offering tailored trainings and events to all of us, valuable and worthwhile, helping us grow our skills and knowledge around a variety of topics to choose from. Look no further! sign up! Share with your colleagues!

Kim



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The best investment of time in years! After 27 yrs. in the same job, I knew it would take a lot to motivate me. But these sessions worked for me. The encouragement to try new technologies and apps, as well as the step-by-step instructions, brings new life to my daily routine. Thank you for investing in me.

Find more here - [TrustPilot Reviews](#)





# Contact Us

We're here to support you

info@executivesupportmedia.com

<https://executivesupportmedia.com/contact/>

