



S H E L A G H D O N N E L L Y

EXCEPTIONAL EA

SPEAKER TRAINER FOR HIGH PERFORMANCE



Authentic, informed and engaging, Shelagh delivers quality training

internationally. She brings extensive experience, having walked the walk for almost three decades. Assistants in Canada's post-secondary sector respect that Shelagh's been one of them, and employers appreciate her expertise and attention to their needs. Shelagh speaks pragmatically and positively. You can rely on her to engage, educate, encourage and challenge people, all with a healthy sense of humour.

International client list This Canadian has made a career of applying experience, formal education and ongoing professional development to positively impact assistants and their employers. A repeat speaker at Canadian, English, European and US conferences and events, Shelagh also has clients in Australia, Barbados and Scotland. Through her webinars, Shelagh's client list extends to people in additional countries. Shelagh is one of three Training Partners for IMA, International Management Assistants.

Keynotes, conferences, retreats and corporate professional development Shelagh gives keynote addresses for the Government of Canada and other public sector bodies. She's facilitated a retreat for a Washington, DC think tank and provided training to the UK Parliament's assistants. She tailors training for networks and for governance, higher education and business audiences, including corporations such as the NBA.

Shelagh is the publisher of Exceptional EA, a website she founded in 2013. Readers around the globe turn to this trusted professional development resource, and Shelagh also writes for other publications. An impactful contributor to multiple professional associations, Shelagh has launched and co-launched internal networks. She's been a mentor and mentee, led teams, and served as Chair of a national board of directors.

She brings more than two decades' experience in Canada's post-secondary sector. Shelagh's been part of the C-Suite in both the private and public sectors, and led staff teams. In her twenties, she left the assistant role to become a corporate trainer. She returned to the career two children and a relocation later.

She remembers what it's like to start out in the post-secondary sector as an on call, auxiliary employee. She's also been EA to a Dean, a VP Research & Internationalization, and to a college CEO. Her college experience includes roles in Finance, IT, Purchasing and governance. In 2018, Shelagh concluded a decade as a governance professional. In that role, she was accountable to four board chairs and supported the board through two rounds of CEO succession planning and recruitment.

Shelagh understands navigating, surviving and thriving in times of change. She's been a direct report to four CEOs. Her career spanned a corporate merger, economic booms and recessions, the dissolution of one institution and starting afresh in its successor institution. Shelagh encourages people to view changes as opportunities.



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WITH TWO DECADES' EXPERIENCE IN CANADIAN COLLEGES



Shelagh meets your professional development priorities with professionalism, expertise, experience and enthusiasm. Here's a sampling of the training she can tailor to your needs and goals, whether it's a keynote address, workshop, retreat, webinar, 1:1 training, or motivational training sessions with employee groups.

Meetings: agendas, minutes, workplans, strategies, virtual/hybrid best practices

Emotional and cultural intelligence: professional presence, honing influence and professional reputations/brands, prioritising resilience over perfectionism

Communications: business communications, writing skills, public speaking, professional presence, communicating your impacts, business etiquette, social media

Career planning/beyond the pandemic: career transitions, identifying and articulating your brand and your value proposition, interview skills, IR4.0/digitisation and the future of the career, positively impacting stakeholders, goal setting and achievement, performance review preparation, mentorship

Cybersecurity: business and personal data, commoditisation of personal data

Resilience

Business acumen

Negotiating skills

Project management

Risk management

Onboarding: new colleagues, including a new principal; new board members

Leading teams, including successfully moving from peer to supervisor

Governance as a career path: understanding governance roles and responsibilities, board management and relations, compliance, onboarding, Chair transitions

Internal networks: making the business case, and what to do once it's approved

Networking for personal and employer success; traditional and LinkedIn networking

You're welcome to contact Shelagh at 1-604-828-4877 or at ExceptionalEAs@gmail.com

To begin a conversation online, use the *contact* form on Shelagh's website, ExceptionalEA.com

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