

Course Overview:

Although managers are becoming more and more autonomous with the current technology, the role of the executive assistant is also changing and getting more demanding. The support that you provide as an executive assistant is vital for both, your manager and your organization to achieve corporate goals.

Course Objective:

- Understand the changing business environment in which you operate and the impact it has on your role and the role of your manager
- Enhance your interpersonal skills
- Become a more confident decision-maker
- Become more effective in a top management team setting
- Learn to set personal objectives and develop a plan for your own career and knowledge development
- Be able to apply creative thinking in difficult situations, and act more assertively when

Course Outline:

- The advanced role of the CEO / Personal Assistant
- Motivation and Time Management
- The Changing Business Environment
- Working More Effectively in a Top Management Team
- Understanding Management and Leadership Styles
- Emotional Intelligence: Skills for Dealing with Others
- Effective personal and written communication
- Principles of the executive assistant for success

Who Should Attend:

- Experienced Administrative Professional
- Executive Assistants,
- Executive Secretaries

Training Language:

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Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

Venue | Date | Fees

Khobar | 16-02-2025 | 14,375 SAR
Khobar | 11-05-2025 | 14,375 SAR
Khobar | 15-06-2025 | 14,375 SAR
Riyadh | 13-07-2025 | 17,250 SAR
Khobar | 10-08-2025 | 14,375 SAR