

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:

- 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

Course Outline:

- Understanding material risks
- The Changing Business Environment
- Understanding Motivation
- Time Management
- Setting Decision Making
- Creative Thinking
- Understand yourself, your boss and others
- Tips for cross-cultural and remote working
- Effective Communication
- Skills and strategies for handling important relationships
- How to improve performance
- How to improve self-confidence
- Negotiating, persuading, influencing techniques
- Giving feedback

Who Should Attend:

- Experienced Administrative Professional
- Executive Assistants,
- Executive Secretaries

Training Language:

Eng/Ar

Training Methodology:

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