



# EXECUTIVE ASSISTANT TRAINING

"A kind word is like a spring day." - Russian Proverb

This comprehensive course covers the essential knowledge and skills required to become a successful Executive Assistant. It provides in-depth knowledge on topics such as creating effective presentations, organizing and managing projects, effectively communicating with executives, and leveraging technology for greater efficiency. You will also gain insight into the latest trends in executive assistant roles and the latest tools to support professional development. Through practical activities and case studies, you will gain first-hand experience of how to apply acquired knowledge and information and be able to confidently tackle the tasks and challenges common to the executive assistant role. After completing this course, you will have the confidence to work more effectively and efficiently as an executive assistant.

## Key Course Content:

- Demonstrate time management and organisational strategies
- Develop essential listening skills
- Master the art of delegation
- Showcase improved interpersonal skills
- Communicate deadlines clearly
- Help to break complex instructions into bite sized pieces
- Communicate the consequences of missed deadlines
- Build trust levels with the executive team
- Learn how New York was transformed by taking accurate minutes in meetings
- Display a degree of emotional intelligence
- Use email to keep people accountable



## Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



## Duration:

This course is available as a 1-day course or a truncated half-day course.



## Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



## Group Size:

We recommend a group size of 4-10 people.