PROFESSIONAL DEVELOPMENT TRAINING

Advanced Skills for Elite Administrative and Executive Assistants

REQUEST QUOTE

1.0 DAY COURSE

The Advanced Skills for Elite Administrative and Executive Assistants training course teaches you how to develop the competency for the advanced skills and flexibility needed to effectively provide a higher level of administrative and executive assistance.

After completing this course, you will have learned the following: how to develop and enhance your social intelligence and flexibility to adapt to the superior's working style, the capability to represent your manager if necessary, scheduling skills, effective screening of visitors, incoming calls and reports, the importance of confidentiality.

This course teaches how to take initiative when required and active listen to effectively communicate and handle challenging situations. You will learn the importance of office and people management, will gain proficiency in social media management and much more.

This comprehensive and valuable training course is now available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

Foundation Skills for Elite Administrative and Executive Assistants Training Course

What You'll Gain:

During this course, participants engage in learning in theory and practice the duties of an administrative assistant. This interactive course includes activities to enhance learning and the development of practical skills.

The course involves the development of skills and knowledge that the job of an administrative assistant demands. These include developing social intelligence, flexibility, management skills, people management skills and prioritizing tasks.

People also viewed: Foundation Skills for Elite Administrative and Executive Assistants Training Course

Outcomes

After completing this course, participants will have learned to:

- Adapt to the manager's needs and style of working
- Take initiative when needed
- Develop social intelligence
- Develop basic business acumen
- Understand the importance of office management
- Listen actively
- Understand and use social media management
- Handle difficult people and situations

Modules

Lesson 1: The Elite Executive Assistant/Personal Assistant

- What is an Elite Executive/Personal Assistant?
- How good are your Elite EA/PA Skills?

Lesson 2: Personality Styles and Working with High-Level Managers

- REACH Personal Style Profile
- Understanding Other Styles

Lesson 3: Advanced Time Management and Prioritisation

- Time Management Techniques

Lesson 4: Relationship Management and Strategic Communication

- Building Rapport and Managing Relationships
- Strategic Communication
- Relationship Management

Lesson 5: Project Management and Coordination

- Key Principles of Project Management
- Complex Meetings
- Working with Multiple Business Functions
- Tracking Decisions and Action Items

Lesson 6: Confidentiality and Data Security

- Confidentiality
- Data security best practices

Lesson 7: Technology and Digital Tools

- Communication Platforms

Lesson 8: Work-Life Balance and Stress Management

- Your Well-Being

- Internal Communication Tools
- Cloud-based Collaboration Tools
- Project Management Tools
- Automation Tools

- Strategies to Maintain your Well-Being
- Setting Boundaries and Saying 'No'
- High-Pressure Situations
- Navigating High-Pressure Situations

Talk to our expert team

Phone:

Email: