



Administration and Office Efficiency

## The Executive Assistant Practitioner

## Course Introduction

---

A successful executive assistant will go above and beyond to make sure that the company is headed in the right direction by ensuring that the executive that they are assisting is on top of everything and then some. They play a key role in the organization as they serve as support to executives, such as high-level officials, the CEO, or the owner of a company.

This training course is designed to provide participants with the necessary knowledge and skills essential to become an effective executive assistant and create an impact in the role for the benefit of the team and the organization as a whole.

## Target Audience

---

This BOOST training course is designed and beneficial professionals handling functions related to document control and records management.

This includes records and information managers, in-house counsel, privacy officers, information security and protection managers, litigation and discovery staff, compliance officers, internal auditors, IT and enterprise content management professionals, and administrative managers

## Learning Objectives

---

At the end of the training course, participants will be able to

Understand the changing business environment in which you operate and the impact it has on the role as an executive assistance and the role of the manager.

- Develop and enhance interpersonal skills to various types of professional.
- Become a more confident decision-maker and provide technical and administrative support to the manager.

- 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
- Apply problem-solving skills in resolving team issues and strategically win negotiation with other parties.

## Course Outline

---

### • 01 Day One

#### **The Executive Assistant's Role and Responsibilities**

- Increasing the Productivity of Your Working Partnership
- Productive Conversations that build rapport with your executive
- Managing, organizing and taking charge in your one-to one meeting
- Diary Management, Email Etiquette, and Effective Meeting Planning
- Email Etiquette: Identifying Potential for Misunderstandings
- Minutes Taking, Action Logs and Essential Resources

### • 02 Day Two

#### **Time Management, Information Management and Complex Executive Travel**

- Taking Control of your Time
- Improving Information flow and information management
- Effective Travel Planning Tools
- Growing in your Role
- Practical Solutions for Reducing Stress and Taking Control
- Personal Development Plan

### • 03 Day Three

#### **Working with Executives**

- Building a Strategic Partnership with your Executive
- The EA's role as a strategic partner
- Understanding the EA's objectives
- Emotional Intelligence: Developing Self-Leadership Behaviors
- Blending in with the Executive Team
- Skill-set of a world class Chief Executive Assistant
- Increasing your leverage in the organization
- Prioritizing the demands of multiple executives

- Managing your Executive's Time and the Team
- Time management models and strategies
- Time saving email management systems and strategies
- Understanding team needs and resolving issues with the team
- Understanding the Project Management Processes
- Essential Steps for Successful Project Management
- Effective Event and Party Planning Tips

#### • 04 Day Four

##### **Communicating Your Brand**

- Communication Skills – Getting what you want from others
- Improving written communication skills with concise wording and structure
- Verbal communication skills and persuasive body language
- Winning strategies for delivering persuasive presentation
- Win-Win Negotiation and Problem-Solving Strategies
- Rules of Win-Win Negotiation

#### • 05 Day Five

##### **Increasing your Managerial Potential**

- You and your personal brand
- Identifying tasks that add value to your role
- Strategies for maximizing your performance scores
- Moving Forward in your Career
- Maintaining continuous EA development using professional resources
- Formulating an “Elevator Pitch”
- Creating a powerful career story
- Exploring the virtual assistant role
- Useful tools and resources for the EA toolkit
- Importance of LinkedIn in your outstanding personal brand

## **Confirmed Sessions**

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	4250.00 \$	UAE - Dubai

FROM	TO	DURATION	FEES	LOCATION
July 7, 2025	July 11, 2025	5 days	4250.00 \$	Qatar - El Doha
Oct. 6, 2025	Oct. 10, 2025	5 days	4250.00 \$	UAE - Dubai