

The Executive Assistant's Success Guide

Accra (Ghana)

9 - 13 December 2024

UK Training

PARTNER



The Executive Assistant's Success Guide

Code: LM28 From: 9 - 13 December 2024 City: Accra (Ghana) Fees: 3700 Pound

Introduction

This course is designed to equip executive assistants with the essential skills, knowledge, and strategies to excel in their role. Executive assistants play a crucial part in ensuring the smooth operation of an organization, and this course will provide insights, tools, and techniques to enhance their effectiveness and career growth.

Course Objectives

- Demonstrate a deep understanding of the role and responsibilities of an executive assistant.
- Enhance their communication and interpersonal skills to build strong professional relationships.
- Effectively manage time, tasks, and priorities to support executive leaders.
- Develop organizational and problem-solving skills to handle diverse challenges.
- Showcase leadership and adaptability qualities, enabling career advancement.

Course Outlines

Day 1

Understanding the Executive Assistant Role

- The Role of an Executive Assistant
- Importance of Confidentiality and Discretion
- Effective Communication and Professionalism
- Building Rapport with Executives
- Self-Assessment and Goal Setting

Day 2

Time Management and Task Prioritization

- Time Management Principles
- Prioritizing Tasks and Responsibilities
- Dealing with Procrastination
- Use of Tools and Technology
- Creating an Efficient Work Schedule

Day 3

Organizational Skills and Problem Solving

- Organizational Strategies

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The pieces are gold and silver. The board is white and black squares. In the background, there are concentric circles radiating from the center.

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- Managing Information and Data
- Problem Identification and Analysis
- Creative Problem Solving
- Decision-Making Techniques

Day 4

Effective Communication and Interpersonal Skills

- Written and Verbal Communication Skills
- Active Listening and Feedback
- Conflict Resolution
- Handling Difficult Conversations
- Networking and Building Relationships

Day 5

Professional Growth and Leadership

- Developing a Career Path
- Building a Personal Development Plan
- Demonstrating Leadership and Initiative
- Handling Change and Adversity
- Preparing for Future Roles and Challenges

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