

Executive Administration of the Security and Safety
Secretariat

Istanbul (Turkey)

8 - 12 February 2026

UK Traininig

PARTNER



Executive Administration of the Security and Safety Secretariat

Code: HS28 From: 8 - 12 February 2026 City: Istanbul (Turkey) Fees: 4600 Pound

Introduction

In today's dynamic and ever-changing world, the role of the Security and Safety Secretariat is critical to ensuring organizational resilience and operational continuity. This advanced executive administration course is specifically tailored for professionals in leadership positions, providing them with the tools and knowledge required to manage security and safety operations effectively.

The course integrates the latest methodologies in strategic security solutions, process safety management, and crisis response. It combines theoretical knowledge with hands-on exercises to prepare participants to tackle modern challenges in safety and security management. Whether you're looking to deepen your understanding of executive administrator duties or seeking an executive administrator certification, this course provides a comprehensive foundation for excelling in the field.

Course Objectives

By the end of this course, participants will:

- Gain a clear understanding of the executive administration definition and the roles and responsibilities of an executive administrator in safety and security management.
- Develop skills in strategic security planning, risk assessment, and implementing effective safety policies.
- Enhance their leadership and decision-making abilities to manage safety management duties effectively.
- Learn best practices for crisis management and emergency response planning.
- Familiarize themselves with compliance standards and the legal frameworks governing security and safety.
- Explore technological advancements and innovations in strategic security solutions and safety management systems.
- Understand the importance of process safety management and how to integrate it into organizational strategies.

Course Outlines

Day 1: Executive Roles and Responsibilities in Security and Safety

- Overview of what is an executive administrator and the difference between executive and administrative roles in safety management.
- Key responsibilities in managing safety policies and operations.
- Case studies: Successful leadership examples in public safety administration and strategic security management.
- Workshop: Identifying and mitigating organizational risks with a focus on process safety management duties.



Day 2: Strategic Planning and Implementation

- The importance of strategic security definition in executive administration.
- Risk assessment methodologies and creating process safety management plans.
- How to develop and implement robust safety policies.
- Group activity: Designing a strategic security solution for a hypothetical organization.

Day 3: Leadership and Decision-Making

- Examining various leadership styles and their impact on certified safety executive roles.
- Frameworks for decision-making in high-pressure environments.
- Techniques for conflict resolution and management tailored to executive administrator duties.
- Simulation: Managing a security crisis using principles from safety management courses.

Day 4: Crisis Management and Response

- Principles of effective crisis management within executive administration.
- Developing an emergency response plan that includes strategic security measures.
- Communication and coordination strategies during a crisis, focusing on public safety administration.
- Tabletop exercise: Coordinating a multi-agency response to a simulated security incident.

Day 5: Compliance, Legal Frameworks, and Technological Innovations

- Overview of safety management certificates and compliance standards in executive roles.
- Legal implications of security and safety decisions.
- Exploring emerging technologies in strategic security solutions and process safety management systems.
- Final project: Proposing a technology-driven solution for a real-world security challenge.

Why Attend this Course: Wins & Losses!

- Comprehensive Understanding: Learn the executive administration definition and its critical role in safety and security.
- Strategic Insights: Develop expertise in strategic security planning and implement actionable solutions.
- Advanced Skills: Enhance leadership, decision-making, and crisis management abilities tailored to safety management duties.
- Career Growth: Achieve a safety management certificate or executive administrator certification, elevating your professional credentials.
- Real-World Applications: Gain practical knowledge through simulations, case studies, and hands-on exercises.
- Stay Updated: Explore the latest technologies and innovations in safety management systems and strategic security solutions.
- Networking Opportunities: Collaborate with peers from diverse industries to share insights and best practices.

Conclusion

This advanced executive administration course is essential for professionals seeking to lead and manage security and safety operations effectively. By integrating strategic security solutions, process safety management, and leadership development, this course equips participants with the tools needed to excel in executive roles.

PARTNER



Participants will leave with a deep understanding of safety management principles, enhanced decision-making skills, and a recognized safety management certificate, positioning them as leaders in the field of security and safety.

Join us to advance your career and make a meaningful impact in ensuring organizational resilience and safety in today's ever-changing world!



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



Florence (Italy)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

ASIA



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut



Blackbird Training Cities

AFRICA



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



Blackbird Training Categories

Management & Admin

Entertainment & Leisure
Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Artificial Intelligence (AI)
Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



International House 185 Tower Bridge
Road London SE1 2UF United Kingdom



+44 7401 1773 35
+44 7480 775526



Sales@blackbird-training.com



www.blackbird-training.com

