BlackBird
FOR TRAINING

Advanced Course in Developing Skills for Senior Executive Office Managers

Paris (France)

25 August - 5 September 2025

UK Traininig
PARTNER

Advanced Course in Developing Skills for Senior Executive Office Managers

Code: LM28 From: 25 August - 5 September 2025 City: Paris (France) Fees: 7400 Pound

Introduction

This comprehensive training course is designed for executive assistants and senior administrative professionals, aiming to enhance their skills and provide them with best international practices in office management. The course equips participants with the technical knowledge necessary to perform administrative and executive tasks efficiently while preparing them with the essential skills to handle the responsibilities of senior office management.

Throughout this course, participants will learn about key office management concepts, time management strategies for senior executives, and effective workplace communication skills. They will also gain expertise in handling interactions with executives and subordinates, utilizing technology to streamline office management, and developing behavioral skills such as formal correspondence, meeting organization, and report writing. This program is ideal for professionals aiming to transition from mid-level management to senior executive roles, improve communication with top management, and develop their leadership skills.

Course Objectives

By the end of this course, participants will be able to:

- Understand the fundamental concepts of executive office management and key responsibilities of senior executives.

- Apply planning, scheduling, and task-tracking skills for efficient office management.

- Develop strategic communication skills to improve collaboration with colleagues, subordinates, and senior executives.

- Handle challenging situations and enhance decision-making skills in a corporate environment.

- Leverage technology to optimize office management and minimize paperwork.

- Master official correspondence skills, meeting documentation, and report writing.

- Develop the behavioral and managerial competencies necessary for senior office administration.

- Improve time management techniques and implement strategies to reduce workplace stress.

Course Modules

Day 1: Fundamentals of Executive Office Management

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- Understanding the importance and scope of an executive office manager's role.

- Differences between office management and traditional administrative tasks.

- Key responsibilities and skills required for senior office managers.

- Building an efficient organizational work environment.

Day 2: Technical Skills for Executive Office Management

- Drafting and structuring professional business correspondence.

- Managing incoming and outgoing communication and scheduling appointments.

- Organizing interviews and handling executive calendars.

- Effective telephone communication techniques in office management.

- Archiving, documentation, and file management best practices.

Day 3: Managerial & Behavioral Skills for Senior Office Management

- Developing professional etiquette and business protocol.

- Managing teams and collaborating effectively with senior executives.

- Understanding different leadership and managerial styles.

- Navigating workplace dynamics in executive office environments.

- Building and maintaining professional relationships.

Day 4: Communication Strategies in Executive Office Management

- Types and components of communication in the workplace.

- Enhancing body language and voice modulation for impactful communication.

- Applying the Johari Window Model to improve transparency in communication.

- Mastering persuasion and influence techniques in the workplace.

- Active listening strategies to enhance workplace interactions.

Day 5: Excellence in Executive Office Management

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- Managing and organizing files and information systems effectively.

- Best practices for handling email and official correspondence.

- Strategies to enhance office workflow and efficiency.

- Mastering business correspondence formats and styles.

- Implementing innovative solutions for effective office management.

Day 6: Project & Initiative Management in the Workplace

- Fundamentals and principles of project management.

- Planning and prioritizing office initiatives efficiently.

- Executing projects within executive office environments.

- Risk analysis and preventive measures.

- Efficient resource management for achieving strategic objectives.

Day 7: Enhancing Productivity through Technology

- Modern office management tools and software.

- Reducing paperwork using digital solutions.

- Implementing automation and AI-driven solutions for efficiency.

- Utilizing cloud computing for seamless information access.

- Best practices for safeguarding sensitive corporate data.

Day 8: Time & Stress Management in the Workplace

- Effective time management techniques.

- Strategies for reducing workplace stress and achieving work-life balance.

- Handling workplace pressure efficiently.

- Developing productive habits to boost efficiency.

- Prioritization strategies for completing tasks effectively.

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Day 9: Report Writing & Data Analysis

- Preparing professional reports for senior executives.

- Analyzing data to support decision-making.

- Utilizing digital tools for data analysis and visualization.

- Writing executive summaries that provide actionable insights.

- Making data-driven recommendations in business reports.

Day 10: Practical Applications & Final Assessment

- Conducting a practical simulation of executive office management.

- Applying strategic communication and time management techniques.

- Preparing a final report summarizing key learning outcomes.

- Assessing participants skills and providing constructive feedback.

- Developing a personal development plan for career growth.

Why Attend this Course: Wins & Losses!

- Master advanced office management techniques to streamline executive workflows.
- Enhance organizational and strategic planning skills for high-level administrative roles.
- Develop executive time management strategies to boost productivity and reduce stress.
- Gain expertise in business project management and its application in executive office settings.
- Improve professional communication and collaboration skills with senior leadership and teams.
- Learn conflict resolution and workplace stress management techniques.
- Acquire hands-on experience in official correspondence, meeting documentation, and office administration best practices.
- Prepare for career advancement from mid-level management to executive leadership roles.

Conclusion

Executive office management is a critical skill for ensuring operational efficiency and enhancing workplace productivity. By mastering administrative strategies, communication skills, and modern technological tools, participants will be well-equipped to thrive in high-level administrative roles and drive business success.

Join us now to develop your skills and excel in executive office management!

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