

Advanced Administrative & Secretarial Skills Workshop

Istanbul (Turkey)

25 - 29 October 2026

UK Training

PARTNER



Advanced Administrative & Secretarial Skills Workshop

Code: AC32 From: 25 - 29 October 2026 City: Istanbul (Turkey) Fees: 4900 Pound

Introduction

As organizations grow and become more complex, the role of administrative professionals continues to expand. This advanced workshop is designed for experienced secretaries, office administrators, and personal assistants who want to elevate their strategic, leadership, and communication skills.

You will learn how to transition from a task-oriented role to a value-adding partner who supports executive decision-making and organizational success. By the end of this course, you will be ready to take on higher-level responsibilities with confidence and professionalism.

workshop Objectives

By attending this course, you will be able to:

- Master advanced office management and leadership techniques.
- Communicate with clarity, confidence, and diplomacy across all levels.
- Plan and manage high-stakes meetings, events, and client interactions.
- Act as a key liaison between executives, departments, and stakeholders.
- Present yourself professionally through image and etiquette.

workshop Outlines

Day 1: The Strategic Executive Assistant

- Shifting from administrative support to strategic partner
- Leading from within: office leadership and influence
- Supporting multiple executives and managing competing priorities
- Building your professional brand and credibility

Day 2: Communication & Relationship Mastery

- Writing and managing high-level business correspondence
- Influencing and negotiating with confidence
- Navigating office politics with professionalism
- Cross-cultural communication in global teams

Day 3: Event & Meeting Excellence

- Planning and executing corporate events and VIP visits
- Setting agendas, coordinating logistics, and managing vendors
- Understanding event protocols for executives and dignitaries
- Risk management and contingency planning for events



Day 4: Operational Efficiency & Systems

- Managing complex calendars and executive workflows
- Collaborating with HR, finance, and other departments
- Safeguarding confidentiality and handling sensitive documents
- Mastering tools and systems for hybrid and virtual workplaces

Day 5: Professional Growth & Executive Presence

- Managing stress, pressure, and workplace conflict effectively
- Practicing modern business etiquette and international protocol
- Creating a personal development plan for career advancement
- Mentoring and coaching junior administrative staff

Why Attend this workshop: Wins & Losses!

- Gain the advanced tools and insights to step into a leadership-oriented administrative role.
- Build the confidence to take on strategic responsibilities and executive-level tasks.
- Strengthen your professional image and visibility within your organization.
- Become a key contributor to your leadership team's success.

Conclusion

Today's senior administrative professionals are much more than support staff—they are essential partners in organizational leadership, communication, and execution.

This workshop will help you unlock your full potential and become a driving force in enhancing productivity and strategic alignment.



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)
Sustainability, ESG & Corporate Responsibility
Advanced Courses
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

