

## Advanced Administrative & Secretarial Skills Workshop

*Dubai (UAE)*

*12 - 16 October 2025*

UK Training

**PARTNER**



## Advanced Administrative & Secretarial Skills Workshop

Code: SA28 From: 12 - 16 October 2025 City: Dubai (UAE) Fees: 3900 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

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The board is white and black squares. In the background, there are concentric circles and the text 'UK Training PARTNER' in a bold, black, sans-serif font.

UK Training  
**PARTNER**

#### 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 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)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)  
(Switzerland)



Paris (France)



Athens (Greece)



Barcelona (Spain)



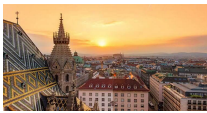
Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



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)  
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**

## 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

|                                                                                                                                                                                 |                                                                                                                                                        |                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>MANNAI CORPORATION</b><br>MANNAI Trading Company WLL, Qatar                             | <br><b>GAC</b><br>UNE FILIALE D' EGA<br>Alumina Corporation<br>Guinea | <br><b>Booking.com</b><br>Booking.com<br>Netherlands           | <br><b>OXFAM</b><br>Oxfam GB International Organization, Yemen   | <br><b>Capital Markets Authority</b><br>Kuwait                           |
| <br><b>Waltersmith</b><br>Waltersmith Petroman Oil Limited<br>Nigeria                          | <br><b>QNB</b><br>Qatar National Bank (QNB), Qatar                    | <br><b>Qatar Foundation</b><br>Qatar                           | <br><b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b><br>Tanzania | <br><b>KFAS</b><br>KFS<br>Kuwait                                         |
| <br><b>Reserve Bank of Malawi</b><br>Malawi                                                   | <br><b>Central Bank of Nigeria</b><br>Nigeria                        | <br><b>Ministry of Interior Kingdom of Saudi Arabia</b><br>KSA | <br><b>Mabruk Oil Company</b><br>Libya                          | <br><b>Saudi Electricity Company</b><br>KSA                             |
| <br><b>BPKH</b><br>Badan Pengelola Keuangan Haji<br>BADAN PENGELOLA KEUANGAN Haji, Indonesia | <br><b>NATO Italy</b>                                               | <br><b>ENI</b><br>ENI CORPORATE UNIVERSITY, Italy            | <br><b>GULF BANK</b><br>Gulf Bank<br>Kuwait                     | <br><b>General Organization for Social Insurance</b><br>KSA            |
| <br><b>Defence Space Administration</b><br>Nigeria                                           | <br><b>National Industries Group (Holding)</b><br>Kuwait            | <br><b>Hamad Medical Corporation</b><br>Qatar                | <br><b>USAID</b><br>Pakistan                                    | <br><b>STC</b><br>STC Solutions, KSA                                   |
| <br><b>North Oil Company</b><br>North Oil company,                                           | <br><b>EKO Electricity</b><br>EKO Electricity                       | <br><b>OMAN BROADBAND</b><br>Oman Broadband                  | <br><b>UNITED NATIONS</b><br>UN.                               | <br><b>Authority for Electricity Regulation, Oman</b><br>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

UK Training  
**PARTNER**

