

Advanced Administrative & Secretarial Skills Workshop

Online

30 August - 3 September 2026

UK Training

PARTNER



Advanced Administrative & Secretarial Skills Workshop

Code: SA28 From: 30 August - 3 September 2026 City: Online Fees: 1700 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 gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. The text 'UK Training' is above the word 'PARTNER' in a large, 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)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



Florence (Italy)



Rotterdam



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)

UK Training
PARTNER

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)



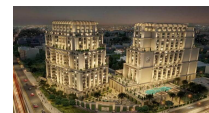
Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

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

 MANNAI CORPORATION MANNAI Trading Company WLL, Qatar	 GAC UNE FILIALE D' EGA Alumina Corporation Guinea	 Booking.com Booking.com Netherlands	 OXFAM Oxfam GB International Organization, Yemen	 Capital Markets Authority Kuwait
 Waltersmith Waltersmith Petroman Oil Limited Nigeria	 QNB Qatar National Bank (QNB), Qatar	 Qatar Foundation Qatar	 AFRICAN UNION ADVISORY BOARD ON CORRUPTION Tanzania	 KFAS KFS 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
 BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 NATO Italy	 ENI ENI CORPORATE UNIVERSITY, Italy	 GULF BANK 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 STC Solutions, KSA
 North Oil Company North Oil company,	 EKO Electricity EKO Electricity	 OMAN BROADBAND Oman Broadband	 UNITED NATIONS UN,	 Authority for Electricity Regulation, Oman 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

