BLACKBIRD FOR TRAINING

Developing Skills for Senior Executive Office Managers

Amsterdam

1 - 5 December 2025

Developing Skills for Senior Executive Office Managers

Code: LM28 From: 1 - 5 December 2025 City: Amsterdam Fees: 4200 Pound

Introduction

In today's fast-paced corporate world, Senior Executive Office Managers hold a critical position in ensuring seamless executive operations, strategic support, and leadership within the organization. This advanced training course is meticulously designed to elevate the skills of experienced office managers by focusing on strategic thinking, leadership, high-level communication, and advanced administrative practices.

Participants will explore how to manage executive offices with excellence, using a blend of theory, real-world applications, and tools to thrive in high-pressure, executive-level environments. Whether managing calendars, leading internal teams, or maintaining high standards of confidentiality, this course helps professionals perform with resilience, innovation, and efficiency.

Course Objectives

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

- Strengthen strategic thinking and executive decision-making capabilities.
- Master advanced communication and business writing for top-level interactions.
- Operate confidently under pressure, managing time, stress, and conflict effectively.
- Lead and mentor office teams while reinforcing team morale and performance.
- Utilize digital tools, automation, and modern technologies to enhance productivity.
- Ensure confidentiality, uphold ethical standards, and navigate executive-level challenges.

Course Outlines

Day 1: Strategic Role of the Senior Executive Office Manager

- Redefining the evolving role of the senior office manager.
- Aligning tasks with executive and organizational strategy.
- Collaborating with C-level leadership and understanding priorities.
- Navigating confidentiality, ethics, and decision-making dilemmas.
- Cultivating a proactive, results-driven office culture.

Day 2: Advanced Communication and Interpersonal Skills

- Mastering high-level verbal and written business communication.
- Writing professional emails, reports, and executive summaries.
- Applying emotional intelligence and active listening.
- Managing internal and external stakeholder relationships.
- Practicing diplomacy, cultural sensitivity, and conflict prevention.

Day 3: Leadership, Delegation, and Team Support

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

- Evolving from a task manager to a team leader.
- Exploring leadership styles through self-assessment.
- Delegating responsibilities and tracking performance metrics.
- Mentoring junior administrative staff and supporting team growth.
- Leading meetings and executive briefings with authority.

Day 4: Time, Stress, and Conflict Management

- Prioritizing work and making effective executive decisions under pressure.
- Time-blocking, smart scheduling, and managing competing deadlines.
- Applying techniques for stress management and professional composure.
- Resolving conflict through negotiation and assertiveness.
- Promoting mental wellness and sustaining work-life balance.

Day 5: Executive Support, Technology, and Innovation

- Managing complex executive calendars and international travel logistics.
- Advanced use of MS Office, digital collaboration, and cloud tools.
- Leveraging automation to streamline repetitive tasks.
- Understanding data privacy, cybersecurity, and digital etiquette.
- Building a continuous improvement and personal growth plan.

Why Attend this Course: Wins & Losses

- Sharpen your strategic planning, executive thinking, and decision-making skills.
- Elevate your role with polished business communication and executive presence.
- Gain hands-on techniques for managing high-pressure office environments.
- Build confidence in leadership, delegation, and team development.
- Discover how to leverage technology and innovation to enhance your productivity.
- Enhance your impact as a trusted advisor to senior executives.

Conclusion

This advanced course equips Senior Executive Office Managers with the leadership, communication, and digital skills needed to excel in demanding executive settings. By mastering strategic support techniques, fostering team excellence, and optimizing operations through technology, participants will emerge as indispensable assets to their leadership teams.

If you're ready to take your office management career to the next level, this is the course that will get you there.

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Cities

Europe

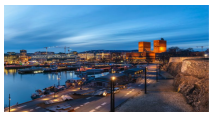
Malaga (Spain)

Sarajevo (Bosnia and Herzegovina)

Oeiras (Portugal)

Glasgow (Scotland)

Edinburgh (UK)

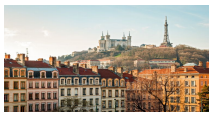

Oslo (Norway)

Annecy (France)
(Sweden)

Bordeax (France)

Copenhagen (Denmark)

Birmingham (UK)


Lyon (France)

Stockholm

Podgorica (Montenegro)

Batumi (Georgia)

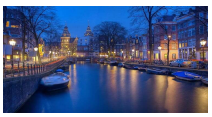
Salzburg (Austria)

Florence (Italy)

Rotterdam (Netherlands)

London (UK)

Istanbul (Turkey)


Amsterdam

Düsseldorf (Germany)

Paris (France)

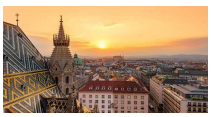
Athens(Greece)

Barcelona (Spain)

Munich (Germany)

Geneva (Switzerland)

Prague (Czech)


Vienna (Austria)

Rome (Italy)

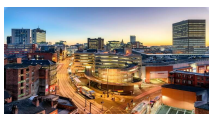
Brussels (Belgium)

Madrid (Spain)

Berlin (Germany)

Lisbon (Portugal)

Zurich (Switzerland)


Manchester (UK)

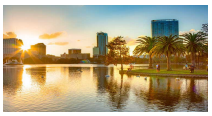
Milan (Italy)

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

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)

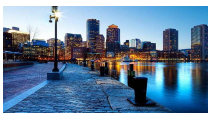
New York City (USA)

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)

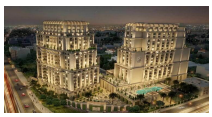
Kuwait City

Seoul (South Korea)

Pulau Ujong (Singapore)

Irbid (Jordan)

Jakarta (Indonesia)


Amman (Jordan)

Beirut

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

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)

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

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, **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 Administraion **Nigeria**

National Industries Group (Holding), **Kuwait**

Hamad Medical Corporation, **Qatar**

USAID **Pakistan**

STC Solutions, **KSA**

North Oil company,

EKO Electricity

Oman Broadband

UN.

Authority for

UK Trainig
PARTNER

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

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