

Developing Skills for Senior Executive Office Managers

Washington (USA)

20 - 24 April 2026

UK Training

PARTNER



Developing Skills for Senior Executive Office Managers

Code: LM28 From: 20 - 24 April 2026 City: Washington (USA) Fees: 4700 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

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.

UK Training
PARTNER

- 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.

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)
(Sweden)



Bordeaux (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)



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
 WS Waltersmith Petroman Oil Limited Nigeria	 QNB Qatar National Bank (QNB), Qatar	 مؤسسة قطر Qatar Foundation, Qatar	 AFRICAN UNION ADVISORY BOARD ON CORRUPTION , Tanzania	 KFAS مؤسسة الكويت للتقدم العلمي Kuwait Foundation for the Advancement of Sciences KFAS Kuwait
 Reserve Bank of Malawi Malawi	 Central Bank of Nigeria Nigeria	 Ministry of Interior Kingdom of Saudi Arabia Ministry of Interior, KSA	 Mabruk Oil Company Libya	 الشركة السعودية للكهرباء Saudi Electricity Company Saudi Electricity Company, KSA
 BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 NATO Italy	 eni ENI CORPORATE UNIVERSITY, Italy	 بنك الخليج GULF BANK Gulf Bank Kuwait	 المؤسسة العامة للتأمينات الاجتماعية General Organization for Social Insurance General Organization for Social Insurance KSA
 Defence Space Administration Nigeria	 مجموعة الصناعات الوطنية (القابضة) National Industries Group (Holding), Kuwait	 مؤسسة حمد الطبية Hamad Medical Corporation Hamad Medical Corporation, Qatar	 UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT USAID Pakistan	 STC الاتصالات السعودية STC Solutions, KSA
 North Oil Company North Oil company,	 EKO EKO ELECTRICITY DISTRIBUTION COMPANY EKO Electricity	 OMAN BROADBAND العمانية للإنطاق العريض Oman Broadband	 UNITED NATIONS UN.	 هيئة تنظيم الكهرباء - عمان 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

