

The Certified Executive PA Masterclass: Advanced Skills

Secretary & Admin
Munich (Germany)
11 - 15 Aug 2025

UK Traininig

PARTNER



The Certified Executive PA Masterclass: Advanced Skills

Ref: 321649_142972 **Date:** 11 - 15 Aug 2025 **Location:** Munich (Germany) **Fees:** 4400 Euro

Course Description

This intensive 5-day masterclass is designed to equip executive personal assistants with advanced skills to excel in their roles. Participants will learn to develop strategic partnerships, enhance communication abilities, and cultivate leadership qualities. The course covers essential topics such as emotional intelligence, project management, and personal branding to help EAs become indispensable assets to their executives and organizations.

Learning Objectives

- Develop strategies for building effective partnerships with executives
- Enhance communication and interpersonal skills for high-level interactions
- Master advanced organizational and time management techniques
- Cultivate leadership qualities and personal branding for career advancement
- Learn to leverage technology and innovation in the EA role

Course Modules

Day 1: Strategic Partnerships and Executive Support

- Understanding the evolving role of the executive PA
- Building and maintaining strategic partnerships
- Anticipating executive needs and priorities
- Managing multiple executives and stakeholders

Day 2: Advanced Communication and Interpersonal Skills

- Mastering business writing and email etiquette
- Developing persuasive presentation skills
- Navigating office politics and conflict resolution
- Enhancing emotional intelligence in the workplace

Day 3: Project Management and Organizational Excellence

- Implementing effective project management techniques
- Mastering time management and prioritization
- Organizing high-level meetings and events
- Developing systems for streamlined operations

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on it. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

Day 4: Leadership Development and Personal Branding

- Cultivating leadership qualities for EAs
- Building and leveraging professional networks
- Creating a powerful personal brand
- Career planning and progression strategies

Day 5: Innovation and Technology in the EA Role

- Leveraging productivity tools and software
- Embracing digital transformation in administrative roles
- Managing virtual teams and remote work
- Staying ahead of industry trends and innovations

Practical Wins for Participants

- Develop a personalized action plan for implementing strategic partnerships
- Create a toolkit of advanced communication techniques for various scenarios
- Design a project management template tailored to EA responsibilities
- Craft a personal branding strategy to enhance professional visibility

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



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



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335