

The Certified Executive PA Masterclass: Advanced Skills

Secretary & Admin
Lisbon (Portugal)
01 - 05 Sep 2025

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The Certified Executive PA Masterclass: Advanced Skills

Ref: 321649_142978 **Date:** 01 - 05 Sep 2025 **Location:** Lisbon (Portugal) **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. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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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

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www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335