

Executive Secretary Mastery: Skills for Modern Assistants

Secretary & Admin
Düsseldorf (Germany)
06 - 10 Oct 2025

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Executive Secretary Mastery: Skills for Modern Assistants

Ref: 321849_148553 **Date:** 06 - 10 Oct 2025 **Location:** Düsseldorf (Germany) **Fees:** 4200 Euro

Course Description

This intensive 5-day Executive Secretary Training Program is designed to equip administrative professionals with the advanced skills needed to excel in today's dynamic business environment. Participants will develop crucial competencies in time management, communication, project planning, and leadership to become indispensable assets to their executives and organizations.

Learning Objectives

- Master effective time management and prioritization techniques
- Enhance communication skills for professional interactions
- Develop project management and event planning expertise
- Cultivate leadership and problem-solving abilities
- Improve organizational and technological proficiency

Course Modules

Day 1: The Modern Executive Secretary Role

- Evolving responsibilities of executive secretaries
- Developing a strategic partnership with executives
- Emotional intelligence in the workplace
- Professional image and business etiquette

Day 2: Advanced Time and Task Management

- Prioritization and scheduling techniques
- Managing multiple executives and deadlines
- Effective delegation and follow-up strategies
- Utilizing productivity tools and software

Day 3: Communication and Interpersonal Skills

- Business writing and email management
- Verbal communication and active listening
- Conflict resolution and negotiation tactics
- Cross-cultural communication in global businesses

Day 4: Project and Event Management

A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a silver knight nearby. In the background, there are concentric circles emanating from a point, suggesting a strategic or leadership theme.

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- Fundamentals of project planning and execution
- Budgeting and resource allocation
- Stakeholder management and reporting
- Corporate event planning and coordination

Day 5: Leadership and Problem-Solving

- Developing leadership skills for administrative professionals
- Critical thinking and decision-making techniques
- Managing office dynamics and team collaboration
- Continuous learning and career development strategies

Practical Wins for Participants

- Create a personalized time management system
- Develop a comprehensive project plan for an upcoming event
- Craft effective communication templates for various scenarios
- Design a personal development plan for career advancement

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