

# Executive Secretary Mastery: Skills for Modern Assistants

Secretary & Admin  
Geneva (Switzerland)  
06 - 10 Oct 2025

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## Executive Secretary Mastery: Skills for Modern Assistants

**Ref:** 321849\_148555 **Date:** 06 - 10 Oct 2025 **Location:** Geneva (Switzerland) **Fees:** 4700 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 in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from the center of the board.

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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

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver. The board is checkered and has a subtle grid pattern. The text 'UK Training' is in a small font above the word 'PARTNER' in a large, bold, black font.

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