



International Training
Center Paris

TRAINING SCHEDULE



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EXECUTIVE ASSISTANT TRAINING

Overview:

The Executive Assistant Training program is designed to provide participants with the skills and knowledge necessary to support senior executives and managers effectively. The program will cover a range of topics, including time management, communication, project management, and organizational skills.

Objectives:

- Develop effective communication and interpersonal skills
- Learn advanced time management techniques to maximize productivity
- Enhance project management skills to handle complex tasks and multiple projects
- Develop problem-solving and decision-making skills
- Gain a better understanding of organizational culture and how to navigate it effectively
- Learn strategies for maintaining confidentiality and handling sensitive information
- Increase confidence and professional development

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world scenarios. By the end of the training program, participants will have the skills and knowledge necessary to support senior executives and managers effectively, maximize productivity, and navigate complex organizational environments.

Targeted Groups:

- Executive assistants
- Personal assistants
- Administrative coordinators supporting top-level executives
- Office managers with executive support responsibilities
- Administrative professionals seeking advanced skills

Planning:

Day 1: Introduction to Executive Support

- Overview of the role of an executive assistant
- Understanding the executive's expectations and needs
- Developing effective communication skills

Day 2: Advanced Time Management Techniques

- Identifying time-wasting activities and eliminating them
- Prioritizing tasks and managing multiple projects
- Techniques for managing interruptions and distractions

Day 3: Project Management for Executive Support

- Overview of project management principles
- Tools and techniques for managing projects effectively
- Creating project plans and tracking progress

Day 4: Problem-Solving and Decision-Making

- Identifying problems and developing solutions
- Decision-making strategies for complex situations
- Managing difficult conversations and conflicts

Day 5: Confidentiality and Professional Development

- Understanding the importance of confidentiality in executive support
- Strategies for handling sensitive information
- Developing professional skills and career advancement