



International Training  
Center Paris

# TRAINING SCHEDULE



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# LEADERSHIP AND MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS

## Overview:

The Leadership and Management for Administrative Professionals training program is designed to equip administrative professionals with the skills and knowledge necessary to take on leadership roles in their organizations. The program will cover a range of topics, including leadership styles, team management, communication, and project management.

Objectives:

- Develop leadership skills and abilities to effectively manage teams and projects
- Learn how to communicate effectively with colleagues and clients
- Develop project management skills to manage projects from start to finish
- Learn how to motivate and engage team members to achieve organizational goals

The training program will incorporate 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 take on leadership roles and manage teams and projects effectively as administrative professionals.

## Targeted Groups:

- Office managers
- Administrative supervisors
- Lead administrative assistants
- Executive assistants aspiring to management roles
- Department coordinators

# Planning:

## **Day 1: Introduction to Leadership and Management**

- Understanding the role of a leader and manager
- Different leadership styles and their benefits
- Identifying leadership strengths and weaknesses

## **Day 2: Communication for Managers and Executives**

- Effective communication techniques for managers and executives
- Building rapport with colleagues and clients
- Conducting successful meetings and presentations

## **Day 3: Team Management**

- Building and managing successful teams
- Creating a positive team culture
- Delegating tasks and responsibilities

## **Day 4: Project Management**

- Planning and organizing projects
- Managing project timelines and resources
- Identifying and mitigating risks

## **Day 5: Motivating and Engaging Team Members**

- Understanding employee motivation
- Developing a motivating and engaging work environment
- Providing effective feedback and recognition