



*Training Course:  
Advanced Executive Secretary*

*10 - 14 February 2025  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Advanced Executive Secretary

Training Course code: OM235281 From: 10 - 14 February 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction:

In this distinguished program, we embark on a transformative journey, transcending the conventional boundaries of administrative support. Through a fusion of cutting-edge methodologies and time-honored principles, participants will traverse the intricate landscape of executive support, emerging as paragons of efficiency, discretion, and strategic acumen.

As custodians of executive efficacy, you are tasked with navigating the intricate tapestry of modern corporate dynamics, where every interaction, decision, and initiative bears profound significance. Thus, this program serves as your compass, guiding you through the labyrinthine corridors of executive intricacy with finesse and precision.

Prepare to delve into the depths of advanced office management, communication paradigms, and ethical imperatives that define the quintessence of executive support in the contemporary milieu. Through immersive learning experiences and peer engagement, you will hone your abilities, refine your strategies, and emerge as indispensable assets to your esteemed executives and organizations.

Embrace this opportunity to transcend the realms of traditional administrative roles, and embark on a transformative odyssey towards mastery in executive support. The journey awaits, beckoning you to seize the reins of your professional destiny and carve a path illuminated by excellence, proficiency, and unparalleled achievement. Welcome to the vanguard of executive secretary excellence.

### Objectives:

- Enhance proficiency in office management techniques and tools.
- Develop advanced communication and interpersonal skills.
- Strengthen organizational skills for increased productivity.
- Master advanced software applications relevant to executive support.
- Understand strategies for handling confidential information and sensitive situations.
- Learn to anticipate and proactively address executive needs and priorities.

### Target Audience:

This program is designed for experienced executive secretaries, administrative assistants, or personal assistants looking to deepen their skills and take their careers to the next level. It's also suitable for professionals transitioning into executive support roles.

### Outlines:

Day 1:

Advanced Office Management

- Overview of advanced office management principles
- Time management techniques for executive support
- Organizing meetings, travel, and appointments efficiently
- Implementing effective filing and documentation systems

Day 2:

Advanced Communication Skills

- Strategies for clear and concise communication with executives
- Effective email and phone etiquette for executive correspondence
- Handling difficult conversations and managing conflicts diplomatically
- Active listening techniques and non-verbal communication skills

Day 3:

Advanced Software Applications

- Advanced proficiency in Microsoft Office Suite Word, Excel, PowerPoint, Outlook
- Utilizing specialized software for executive support e.g., CRM systems, project management tools
- Introduction to advanced features and shortcuts for increased productivity
- Data management and analysis using spreadsheet software

Day 4:

Confidentiality and Ethics

- Understanding the importance of confidentiality in executive support roles
- Ethical considerations and professional conduct in sensitive situations
- Strategies for maintaining confidentiality while collaborating with colleagues
- Handling confidential information securely and responsibly

Day 5:

Strategic Support and Professional Development

- Anticipating executive needs and priorities proactively
- Developing strategic partnerships with executives to enhance support
- Setting personal and professional goals for career advancement
- Resources for ongoing professional development and networking opportunities

## Registration form on the Training Course: Advanced Executive Secretary

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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