



*Training Course:  
Administrative Excellence: Legal and Managerial  
Competencies*

*3 - 7 February 2025  
Madrid (Spain)  
Pestana CR7 Gran Vía*

## Training Course: Administrative Excellence: Legal and Managerial Competencies

Training Course code: SC235671 From: 3 - 7 February 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 6000 € Euro

### Introduction:

In today's fast-paced, globally interconnected business environment, professionals supporting executive leadership must possess a versatile skill set. They need to excel in organizational management while also understanding the legal frameworks that govern international operations. The responsibilities of executive secretaries and administrative professionals have expanded beyond traditional roles, requiring them to manage complex global tasks, ensure seamless communication, and handle cross-border compliance effectively.

This 5-day training program is thoughtfully designed to provide participants with the tools and knowledge needed to thrive in such roles. It combines advanced secretarial and executive management skills with foundational insights into international law. Participants will learn how to enhance organizational efficiency, manage documentation and communication across cultures, and support leadership in navigating global legal challenges.

Through a blend of practical techniques and theoretical understanding, the program offers participants a unique opportunity to bridge management and legal functions seamlessly. The goal is to empower participants to confidently manage international operations, enhance organizational compliance, and contribute to strategic decision-making at the highest levels.

Whether supporting corporate executives, legal teams, or international projects, this program equips professionals with the skills they need to excel in demanding global environments.

### Objectives:

By the end of the program, participants will:

1. Master essential executive management and secretarial techniques for global operations.
2. Develop expertise in organizing and managing international correspondence and documentation.
3. Understand key principles of international law and their implications for organizational decision-making.
4. Enhance skills in managing contracts, compliance, and cross-border agreements.
5. Build confidence in supporting leadership with effective management and legal insights.

### Target Audience:

- Executive Secretaries and Office Managers
- Administrative Professionals in multinational organizations
- Legal Assistants involved in global operations

- Professionals supporting leadership in compliance or international tasks

## Methodology:

The program combines interactive lectures, group discussions, role-playing exercises, and real-world case studies. Each day focuses on practical applications, blending theory with hands-on activities.

## Outlines:

### Day 1:

#### Foundations of Executive Management

- The role of the executive secretary in international contexts
- Time management and prioritization for organizational efficiency
- Advanced communication techniques for cross-cultural environments
- Professional correspondence and email management

### Day 2:

#### Organizing and Managing International Operations

- Document control and filing systems in global organizations
- Handling international meetings and travel arrangements
- Cross-border communication etiquette and protocols
- Tools for managing international projects and schedules

### Day 3:

#### Essentials of International Law for Professionals

- Overview of international legal systems and their applications
- Key treaties, conventions, and compliance requirements
- Contract management and cross-border legal agreements
- Ethical considerations in international legal practices

### Day 4:

### Supporting Leadership with Legal Insights

- Translating legal principles into actionable management tasks
- Drafting and reviewing international contracts and policies
- Managing sensitive legal documentation with confidentiality
- Case studies: Lessons from global legal challenges

### Day 5:

#### Strategic Integration of Management and Legal Functions

- Bridging management tasks with legal responsibilities
- Managing organizational compliance with international regulations
- Final workshop: Creating a roadmap for leadership support in global settings
- Feedback and action plan for applying skills post-training

## Registration form on the Training Course: Administrative Excellence: Legal and Managerial Competencies

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

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