



*Training Course:
Certified Executive Personal Assistant*

*3 - 7 November 2025
Manama (Bahrain)
Fraser Suites*

Training Course: Certified Executive Personal Assistant

Training Course code: OM236273 From: 3 - 7 November 2025 Venue: Manama (Bahrain) - Fraser Suites Training Course
Fees: 4500 € Euro

Introduction

This program is designed to equip participants with the practical skills and knowledge required to perform the role of a Certified Executive Personal Assistant efficiently and professionally. Participants will develop their abilities in organization, communication, time management, and handling sensitive matters, thereby enhancing their contribution to executives' success and organizational goals.

Objectives

By the end of this program, participants will be able to:

1. Understand the vital role of an Executive Personal Assistant.
2. Master office management and prioritization skills.
3. Develop effective verbal and written communication skills.
4. Handle confidential information with professionalism.
5. Support executive decision-making through reports and briefings.
6. Enhance their professional image and build trust with senior management.

Target Audience

- Executive Assistants.
- Personal Assistants.
- Secretarial and administrative staff.
- Anyone aspiring to work in an executive support role.

General Topics

- The role and responsibilities of an Executive Personal Assistant.
- Time and office management skills.
- Professional communication and correspondence.

- Administrative support for executive decision-making.
- Professional image and continuous development.

Outline

Day 1: The Role and Responsibilities of an Executive Personal Assistant

- Key tasks and core skills.
- Managing relationships with executives and colleagues.
- Balancing priorities and multitasking.
- Building trust and maintaining confidentiality.

Day 2: Time and Office Management Skills

- Techniques for time and priority management.
- Managing executive calendars and travel arrangements.
- Organizing meetings and events.
- Filing systems and document control.

Day 3: Professional Communication and Correspondence

- Verbal and non-verbal communication skills.
- Business writing: emails, reports, and official letters.
- Telephone etiquette and virtual communication.
- Handling difficult conversations diplomatically.

Day 4: Administrative Support for Executive Decision-Making

- Preparing agendas, minutes, and briefings.
- Researching and gathering information.
- Presenting data effectively.
- Supporting project management tasks.

Day 5: Enhancing Professional Image and Continuous Development

- Building a professional image: presence and demeanor.
- Emotional intelligence and adaptability.
- Strategies for personal growth and continuous learning.
- Developing a personal action plan and course wrap-up.

Registration form on the Training Course: Certified Executive Personal Assistant

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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):
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Personal E-Mail:
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Company Information

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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
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