



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

*31 August - 4 September 2026
Barcelona (Spain)*

Training Course: Administrative Excellence: Legal and Managerial Competencies

Training Course code: SC235671 From: 31 August - 4 September 2026 Venue: Barcelona (Spain) - Training Course Fees: 6300 € Euro

Introduction:

In today's global business environment, executive support professionals are expected to go beyond traditional administrative duties and take on broader responsibilities that combine organizational efficiency with an understanding of international legal frameworks.

This 5-day training program by Global Horizon Training Center is designed to develop advanced executive secretarial and administrative skills while providing essential insights into international law and cross-border operations. It focuses on improving communication, documentation management, organizational coordination, and executive support in a global context.

Through practical exercises and applied learning, participants will gain the ability to support senior leadership effectively, manage international tasks, and ensure smooth operations while maintaining compliance with relevant legal and organizational standards.

Objectives:

By the end of the program, participants will:

- Master essential executive management and secretarial techniques for global operations.
- Develop expertise in organizing and managing international correspondence and documentation.
- Understand key principles of international law and their implications for organizational decision-making.
- Enhance skills in managing contracts, compliance, and cross-border agreements.
- 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

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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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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