



*Training Course:  
Advanced Executive Secretary*

*16 - 20 November 2026  
Madrid (Spain)*

## Training Course: Advanced Executive Secretary

Training Course code: OM235281 From: 16 - 20 November 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

### Introduction

This program, designed by Global Horizon Training Center, focuses on elevating executive secretaries into strategic support professionals. It equips participants with advanced skills in office management, communication, confidentiality, and proactive executive support to enhance efficiency and organizational impact.

### Objectives

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

- Apply advanced office management techniques and tools
- Develop high-level communication and interpersonal skills
- Improve organization and productivity in executive environments
- Utilize advanced software applications for executive support
- Manage confidential information with professionalism and integrity
- Anticipate executive needs and provide proactive support

### Target Audience

- Experienced Executive Secretaries
- Administrative Assistants and Personal Assistants
- Office Managers transitioning into executive roles
- Professionals seeking to advance in executive support positions

### Outlines

#### Day 1: Advanced Office Management

- Principles of advanced office management
- Time management for executive environments
- Managing meetings, travel, and executive schedules
- Developing efficient filing and documentation systems

#### Day 2: Advanced Communication Skills

- Professional communication with executives

- Email and telephone etiquette for executive correspondence
- Managing difficult conversations and conflict situations
- Active listening and non-verbal communication techniques

#### Day 3: Advanced Software Applications

- Advanced use of Microsoft Office Suite Word, Excel, PowerPoint, Outlook
- Introduction to CRM systems and project management tools
- Productivity techniques and advanced shortcuts
- Data organization and analysis using spreadsheets

#### Day 4: Confidentiality and Ethics

- Importance of confidentiality in executive roles
- Ethical standards and professional conduct
- Managing sensitive information securely
- Balancing confidentiality with collaboration

#### Day 5: Strategic Support and Professional Development

- Anticipating executive needs proactively
- Building strategic working relationships with executives
- Setting personal and professional development goals
- Continuous learning and professional networking strategies

## 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  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.