



*Training Course:  
CEO Workflow Management*

*5 - 9 July 2026  
Amman (Jordan)*

## Training Course: CEO Workflow Management

Training Course code: MA236499 From: 5 - 9 July 2026 Venue: Amman (Jordan) - Training Course Fees: 4200 € Euro

### Introduction

This program, designed by Global Horizon Training Center, is focused on equipping Executive Assistants, Personal Assistants, and Office Administrators with the essential skills required to support senior executives effectively in today's fast-paced and demanding business environment.

Modern executive offices require professionals who can manage priorities, coordinate complex schedules, communicate effectively, and handle multiple tasks under pressure while maintaining a high level of professionalism and confidentiality. This program provides practical tools and techniques to enhance efficiency, organization, and executive support performance.

Participants will develop the ability to work proactively with senior management, improve communication effectiveness, and manage office operations smoothly and professionally.

### Objectives

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

- Manage executive priorities, schedules, and workflows efficiently
- Apply advanced time management and organizational techniques
- Communicate professionally in written, verbal, and telephone interactions
- Handle pressure, multitasking, and shifting priorities effectively
- Support executives in meetings, coordination, and daily operations
- Demonstrate professionalism, confidentiality, and strong workplace behavior
- Improve problem-solving and decision-making in office environments
- Enhance emotional intelligence and workplace adaptability

### Target Audience

- Executive Assistants EA
- Personal Assistants PA
- Office Managers and Coordinators

- Administrative Officers and Supervisors
- Professionals supporting senior management or executives
- Individuals preparing for executive support roles

## Outlines

### Day 1: Role of the Executive Assistant

- Understanding the executive support function
- Managing executive priorities and daily workflow
- Professional standards and workplace expectations
- Confidentiality and business etiquette
- Organizing tasks and managing office operations efficiently

### Day 2: Time Management & Executive Productivity

- Prioritization techniques for busy executives
- Managing calendars, meetings, and scheduling conflicts
- Handling interruptions and urgent requests
- Planning tools and productivity techniques
- Improving efficiency under pressure

### Day 3: Professional Communication Skills

- Effective verbal and written communication
- Professional email and business correspondence
- Telephone etiquette and handling calls professionally
- Active listening and clarity in communication
- Managing communication with executives and stakeholders

### Day 4: Office Coordination & Workplace Effectiveness

- Supporting meetings and preparing documentation

- Coordinating between departments and teams
- Managing administrative tasks and workflow systems
- Problem-solving in office situations
- Building strong working relationships

### Day 5: Emotional Intelligence & Handling Pressure

- Managing stress and maintaining performance
- Emotional intelligence in the workplace
- Dealing with difficult situations professionally
- Self-management and adaptability
- Building confidence and long-term professional growth

## Registration form on the Training Course: CEO Workflow Management

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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,  
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