



*Training Course:
Advanced Executive Secretary*

*19 - 23 April 2027
Madrid (Spain)*

Training Course: Advanced Executive Secretary

Training Course code: OM235281 From: 19 - 23 April 2027 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):
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Personal E-Mail:
Official E-Mail:

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Address:
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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