

THE MODERN DAY ASSISTANT AS A STRATEGIC BUSINESS PARTNER

"Empowering Assistants to Become Key Contributors to Organizational Success"

Schedule

Date	Venue	Fees (Face-to-Face)
23 - 24 Sep 2026	Manama - Bahrain	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

In today's fast-paced and dynamic business environment, the role of the executive or administrative assistant is evolving. Assistants are no longer just administrative support; they are becoming strategic business partners integral to the success of the organization. As key players in supporting leadership, managing key projects, and fostering communication across departments, modern-day assistants need to develop new skills and a strategic mindset to add value to their organizations.

This 2-day intensive course is designed to transform assistants into strategic business partners who can proactively contribute to organizational goals, improve operational efficiency, and enhance decision-making processes. Participants will learn how to sharpen their skills, expand their influence, and position themselves as trusted advisors in their organizations.

Objectives

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

- Understand the role of an assistant as a strategic business partner
- Develop a proactive mindset that aligns with organizational goals
- Improve communication and leadership skills for better collaboration across teams
- Manage key projects and tasks with a focus on business impact and organizational success
- Enhance decision-making and problem-solving abilities within a strategic context

Why Attend

- Learn how to transition from a traditional assistant role to a strategic business partner
- Develop skills that align with the broader goals of the organization
- Gain confidence in supporting executive decisions and managing key projects
- Improve communication and collaboration with senior leadership and other departments
- Discover how to increase your influence and effectiveness in supporting business strategy

Target Audience

This program is designed for:

- Executive assistants, administrative assistants, and personal assistants
- Office managers and project coordinators
- Professionals supporting senior leadership teams
- Anyone looking to transition into a more strategic role within their organization

Individual Benefits

Key competencies that will be developed include:

- Strategic thinking and business alignment
- Enhanced communication and presentation skills
- Project management and organizational effectiveness
- Problem-solving and decision-making in a business context
- Increased professional confidence and influence within the organization

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved efficiency in supporting organizational strategies and goals
- Enhanced collaboration between assistants and leadership teams
- A more proactive approach to managing key tasks and projects
- Stronger alignment between day-to-day operations and long-term business objectives
- A greater contribution to overall business success through strategic thinking and decision support

Instructional Methodology

The course follows a blended learning approach combining theory with practical application:

- Strategy Briefings - Key concepts and strategies for assistants as business partners
- Case Studies - Real-world examples of successful assistants in strategic roles
- Workshops - Practical exercises in communication, leadership, and project management
- Peer Exchange - Group discussions on how assistants can add value to their organizations
- Tools - Templates for strategic planning, communication strategies, and project management

Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Transitioning from Administrative Support to Strategic Partner

- Module 1: The Modern-Day Assistant's Role in Business Strategy (07:30 - 09:30) • Understanding the evolving role of assistants as strategic partners • Aligning your role with organizational objectives and goals • Defining the value of proactive support and contribution to business strategy
- Module 2: Effective Communication and Collaboration with Leadership (09:45 - 11:15) • Communicating with senior leadership and cross-functional teams • Understanding executive priorities and how to align support efforts • Building strong relationships to become a trusted advisor
- Module 3: Enhancing Organizational Skills and Efficiency (11:30 - 01:00) • Organizing tasks and projects that align with business goals • Managing time effectively and prioritizing critical tasks • Streamlining processes for improved operational efficiency
- Workshop - Communication and Collaboration Skills Practice (02:00 - 03:30) • Role-playing exercises for communicating with leadership and stakeholders • Feedback and discussion on effective communication strategies

Day 2: Leading Projects, Problem-Solving, and Becoming a Trusted Advisor

- Module 1: Leading Key Projects and Driving Results (07:30 - 09:30) • Taking ownership of key projects and ensuring their successful delivery • Setting goals, timelines, and performance metrics • Managing resources and delivering results that align with organizational strategy
- Module 2: Problem-Solving and Decision-Making in a Strategic Context (09:45 - 11:15) • Developing problem-solving skills to address organizational challenges • Decision-making frameworks for assistants to support leadership • Leveraging data and insights to inform decisions
- Module 3: Expanding Influence and Positioning as a Strategic Advisor (11:30 - 01:00) • Developing the mindset of a trusted business advisor • Building credibility and influence with leadership and teams • Identifying opportunities to contribute to business growth and success
- Final Workshop - Project Management and Strategic Decision-Support Practice (02:00 - 03:30) • Create a project plan and decision-making framework for a business scenario • Group review and feedback on strategic contributions as a business partner

Certification

Participants will receive a Certificate of Completion in The Modern-Day Assistant as a Strategic Business Partner, recognizing their ability to transition into a strategic role and effectively contribute to organizational success.

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