

THE CERTIFIED EXECUTIVE ASSISTANT PROGRAM

“Master the Skills, Tools, and Professionalism to Excel as an Executive Assistant.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Executive Assistants (EAs) are critical to the success of modern organizations, supporting senior management, coordinating operations, and ensuring efficient workflow. The role demands a combination of organizational, interpersonal, and technical skills to manage multiple priorities effectively.

The Certified Executive Assistant Program is designed to equip participants with the knowledge, practical skills, and professional mindset required to excel in this demanding role. Through interactive workshops, case studies, and hands-on exercises, participants will learn how to manage schedules, organize information, communicate effectively, and contribute to strategic business objectives.

Objectives

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

- Understand the evolving role and responsibilities of an Executive Assistant.
- Develop advanced organizational and time management skills.
- Master professional communication, including email, report writing, and executive correspondence.
- Coordinate meetings, travel, and events efficiently.
- Handle confidential information with discretion and professionalism.
- Use modern office technologies and productivity tools effectively.
- Enhance problem-solving and decision-making capabilities in a support role.
- Strengthen interpersonal and relationship management skills to support executives and teams.

Why Attend

Executive Assistants are often the linchpin of organizational efficiency. This program empowers participants to become highly competent, reliable, and professional EAs who can anticipate needs, manage multiple priorities, and enhance executive productivity. Whether you are entering the EA role or seeking to upgrade your skills, this program ensures you are recognized as a trusted strategic partner to leadership.

Target Audience

This program is suitable for:

- Aspiring or current Executive Assistants
- Personal Assistants and Administrative Professionals
- Office Managers and Team Coordinators
- Professionals supporting senior executives
- Individuals seeking to develop high-level organizational and communication skills

Individual Benefits

- Mastery of executive-level administrative and organizational skills
- Enhanced time management, multitasking, and prioritization abilities
- Improved professional communication and report writing skills
- Greater confidence in managing high-pressure situations
- Ability to handle confidential information with discretion
- Career advancement opportunities and recognition as a certified EA

Organizational Benefits

- Increased efficiency and productivity for executives and teams
- Streamlined administrative processes and workflow
- Improved coordination of meetings, travel, and corporate events
- Reduced operational bottlenecks and errors
- Enhanced professional image and standards within the organization
- Development of in-house EA talent to support strategic objectives

Instructional Methodology

The training uses a practical, interactive approach:

- Instructor-led sessions with real-world scenarios
- Hands-on exercises for time management, scheduling, and correspondence
- Group discussions and role-playing for communication and problem-solving
- Case studies highlighting executive support best practices
- Technology demonstrations for office productivity tools
- Continuous feedback and personalized coaching

Course Outline

- Module 1: Introduction to the Executive Assistant Role and Responsibilities
- Module 2: Advanced Time Management and Prioritization
- Module 3: Professional Communication and Correspondence
- Module 4: Calendar, Meeting, and Travel Management
- Module 5: Office Technologies and Productivity Tools
- Module 6: Event Planning and Coordination
- Module 7: Confidentiality, Ethics, and Professionalism
- Module 8: Problem-Solving, Decision-Making, and Anticipating Needs
- Module 9: Relationship Management and Stakeholder Communication
- Module 10: Capstone Project – Simulated Executive Support Scenario

Certification

Upon successful completion, participants will receive a Certificate in Executive Assistance, recognizing their expertise in supporting executives, managing administrative functions, and contributing strategically to organizational success.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

<p>In-House / Customized Training</p> <p>Interested in running this course for your team?</p> <p>Please contact us:</p>	<p>TEL:</p> <p>+601116373203</p>	<p>EMAIL:</p> <p>info@mawaevents.net</p>
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