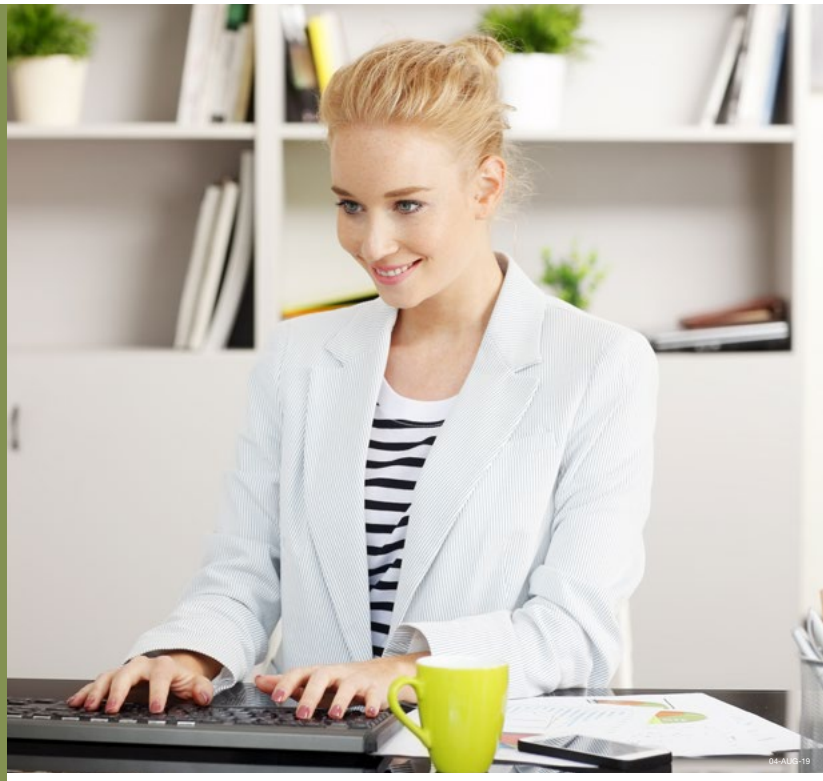
Anderson
Executive Development Centre

Masterclass for Executive Secretaries and PA's

Competent, Calm and Creative Executive Support

Date	Venue	Fees
27 - 31 Oct 2019	Dubai	$4,950
16 - 20 Feb 2020	Dubai	$4,950
26 - 30 Jul 2020	Dubai	$4,950



Training Course Overview

Today's Executive Secretaries and Personal Assistants are expected to consistently perform to a high level and are considered important members of the Executive Team. For that reason, they need to be confident, have excellent office management and time management skills and be matchless communicators.

This enjoyable and popular Anderson training course is designed to facilitate and develop delegates to be highly competent and confident in supporting a top-level Executive team.

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- Demonstrate a "can do" attitude
- Stand out from the crowd in becoming skilled communicators
- Use time management techniques to be proactive and manage priorities effectively
- Understand what works in managing peers, subordinates and superiors
- Effectively handle the challenges of working in busy and challenging environments

The Certificate

- Anderson Certificate of Completion will be provided to delegates who attend and complete the course.

Designed for

This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

- Executive Secretaries
- Personal Assistants
- Newly appointed Managers
- Administrators
- Office Managers

Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritized:

- Identifying your own and others' preferred leadership styles
- Excellence in supporting the Executive Team
- Building a successful partnership with your boss
- Developing influencing skills
- Making an impact with excellent communication skills
- Recognising early stages of potential conflict and preventing escalation
- Stages of team development
- Developing coaching and mentoring skills
- Managing both your and your boss's time effectively
- Handling challenge and change effectively

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