PROFESSIONAL DEVELOPMENT TRAINING

Advanced Skills for Elite Personal and Executive Assistants

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

The Advanced Skills for Elite Administrative and Executive Assistants training course in Singapore, developed by PD Training, teaches you how to develop the competency for the advanced skills and flexibility needed to effectively provide a higher level of administrative and executive assistance.

After completing this course, you will have learned the following: how to develop and enhance your social intelligence and flexibility to adapt to your manager's working style, the capability to represent your manager if necessary, office and people management skills, scheduling skills, effective screening of visitors, incoming calls and reports, the importance of confidentiality and much more.

This Advanced Skills for Elite Personal and Executive Assistants training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

During this course in Singapore, participants engage in learning the theory behind key concepts and then practice the duties of an administrative or executive assistant. This interactive course includes activities to enhance learning and the development of practical skills.

This comprehensive course involves the development of key skills and knowledge that the job of a personal assistant demands. These include developing social intelligence, being more flexible, people management skills, prioritising tasks and much more!

If you are new to the executive assistant role, then you may want to consider our Foundation Skills for Elite PA's and Executive Assistants Training Course.

Outcomes

After completing this course, participants will have learned to:

- Adapt to the manager's needs and style of working

- Take initiative when needed
- Develop social intelligence
- Develop basic business acumen
- Understand the importance of office management
- Listen actively
- Understand and use social media management
- Handle difficult people and situations

Modules

Lesson 1: The Elite Executive Assistant/Personal Assistant

- What is an Elite Executive/Personal Assistant?
- How good are your Elite EA/PA Skills?

Lesson 2: Personality Styles and Working with High-Level Managers

- REACH Personal Style Profile
- Understanding Other Styles

Lesson 3: Advanced Time Management and Prioritisation

- Time Management Techniques

Lesson 4: Relationship Management and Strategic Communication

- Building Rapport and Managing Relationships
- Strategic Communication
- Relationship Management

Lesson 5: Project Management and Coordination

- Key Principles of Project Management
- Complex Meetings
- Working with Multiple Business Functions
- Tracking Decisions and Action Items

Lesson 6: Confidentiality and Data Security

- Confidentiality
- Data security best practices

Lesson 7: Technology and Digital Tools

- Communication Platforms
- Internal Communication Tools
- Cloud-based Collaboration Tools
- Project Management Tools
- Automation Tools

Lesson 8: Work-Life Balance and Stress Management

- Your Well-Being
- Strategies to Maintain your Well-Being
- Setting Boundaries and Saying 'No'
- High-Pressure Situations
- Navigating High-Pressure Situations

Talk to our expert team

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