

Executive Secretary Mastery: Skills for Modern Assistants

2027 1 – 2026 28
Vienna (Austria)

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Day 3: Communication and Interpersonal Excellence

- Professional business writing and email management.
- Verbal communication and active listening skills.
- Conflict resolution and negotiation strategies.
- Navigating cross-cultural communication in global environments.

Day 4: Project and Event Management

- Project planning fundamentals and execution strategies.
- Budget planning and resource coordination.
- Stakeholder communication and progress reporting.
- Corporate event planning and logistical coordination.

Day 5: Leadership and Strategic Problem-Solving

- Leadership skills for administrative professionals.
- Critical thinking and sound decision-making techniques.
- Managing office dynamics and fostering collaboration.
- Continuous development and long-term career growth planning.

Individual Impact

- Greater confidence in managing executive-level responsibilities.
- Improved efficiency in handling multiple priorities.
- Stronger communication and leadership presence.
- Clear direction for professional growth and advancement.

Organizational Impact

- Increased executive productivity and operational efficiency.
- Enhanced coordination across departments and stakeholders.
- More structured project and event execution.
- Stronger administrative leadership within the organization.

Training Methodology

- Interactive workshops and practical exercises.
- Real-life case studies and scenario-based simulations.
- Group discussions and collaborative problem-solving sessions.
- Hands-on tools, templates, and frameworks for immediate workplace application.

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Beyond the Course

By the end of the program, participants will be equipped to:

- Design a personalized and sustainable time management system.
- Develop a structured project plan for upcoming initiatives or events.
- Create professional communication templates for various executive scenarios.
- Implement a personal development roadmap to support long-term career advancement.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles.

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