

Executive and Personal Assistants

Being an Executive or Personal Assistant is a unique position that requires a variety of skills. Whether you are updating schedules, making travel arrangements, minute taking, or creating important documents all must be done with a high degree of confidentiality.

The following course will show trainees what it takes to be a successful assistant. Participants will learn what it takes to effectively manage a schedule, organize a meeting etc. The following course will provide the trainees with necessary tools to be a successful gatekeeper

Course Outline

- Working with Your Manager
- Administrative Soft Skills
- Effective Time Management
- Meeting Management
- Tools of the Trade
- Being an Effective Gatekeeper
- Organizational Skills
- Confidentiality Guidelines
- Special Tasks

Who Should Attend

Middle to high level staff such as:

- Assistants

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Adapt to the needs and styles of management
- Communicate through written, verbal, and nonverbal methods
- Improve time management skills
- Manage meetings effectively
- Act as a gatekeeper
- Use the tools of the trade effectively

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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