



Executive assistance

How to assist your boss

Seminar objective

As an assistant to the management, you are an all-rounder. You think responsibly, are flexible and have excellent organizational skills. A confident appearance, sovereign behavior, even in difficult situations, is important for your position. In our seminar executive assistance we show you possibilities to fill your role even better. You will conduct a personal assessment of your position and thus improve the cooperation with your superior and your team. With strengthened self-confidence, you will contribute to maintaining your performance in the long term. In our training, you will learn how to trust your own abilities more and thus how to have more confidence in yourself. Using practical examples, you will receive important tips for your everyday work.

Seminar content

Getting Started - Management Assistant:

- Tasks, expectations and powers
- Relationship management - How do I affect others?
- How do I best support my boss?
- Techniques for dealing with time-wasters and stress

Communication techniques to relieve the burden on the boss:

- Conducting difficult conversations with confidence
- Body language in important conversation situations
- How do I optimize my rhetoric and increase my self-confidence?
- Techniques for transparent and authoritative communication
- Your business card on the phone, etiquette, and speaking techniques

Methods for the assistance:

- Time management and relieving the burden on the boss: setting priorities
- Document management: Efficient filing techniques to cope with information overload
- Consolidating and forwarding information and messages
- Organizing, planning and accounting travel sensibly
- Recognizing time wasters and setting priorities correctly: Field-tested

Methodology

Interactive and experience-oriented exchange
Examples of exercises
Simulation of everyday situations
Trainer input
Supervision

Target audience

The seminar executive assistance is aimed at assistants and secretaries who want to support for their boss.

Course ref.

F2008

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Münster

24.06.2024 – 25.06.2024
21.11.2024 – 22.11.2024
17.03.2025 – 18.03.2025
23.06.2025 – 24.06.2025
20.11.2025 – 21.11.2025

Hamburg

26.08.2024 – 27.08.2024
06.03.2025 – 07.03.2025
28.07.2025 – 29.07.2025

Berlin

30.05.2024 – 31.05.2024
19.05.2025 – 20.05.2025

Frankfurt am Main

23.09.2024 – 24.09.2024
20.02.2025 – 21.02.2025
04.08.2025 – 05.08.2025

Munich

20.06.2024 – 21.06.2024
23.06.2025 – 24.06.2025

Fee

1.150,00 € (ex. VAT)
1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift