

# WEBINAR: Training for Executive Assistants



## Overview

With the rapid advancement of mobile technology and its applications, like the ability to schedule meetings, gather data, book flights and organize email messages is at the fingertip of any mobile techy executive.

However, despite all the handiness that these applications bring, a competent and trustworthy Executive Assistant (EA) remains irreplaceable to executives who still look to them for support.

Executive Assistant performs various tasks in an organization. Considered as one of the most trusted employees, which the executives rely on even on the most confidential matters in the office. They are also competent decision makers with an excellent communication skill.

Executive Assistant is also charge of arranging the boss' schedule, and attend not only to business, but sometimes even with the personal dealings of the boss. These can a tough and challenging position to hold in an office but also rewarding and fulfilling.

## Objectives

- To know the skills needed to be an Effective Executive Assistant.
- To know how to organize and coordinate workflow, schedule and activities.
- To be able to anticipate the needs of their Executives.

## Who Should Participate

- Executive Assistants
- Administrative Assistants
- Secretaries
- Aspiring Executive Assistants

## Key Topics

- I. The EA Mindset Revolution
- II. Evolution of Executive Assistant: Then and Now
- III. Unique Rewards and Challenges of the Job
- IV. Qualities of a Successful Executive Assistant
- V. Support Skills, Duties and Responsibilities
- VI. Managing Time and Stress
- VII. Managing Communication

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## Duration

- 3 hours

## Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

## Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

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