Executive Assistant Skills

Length: 1 Day

Summary: The role of an executive administrative assistant is to serve as the "right hand" to the executive he or she is supporting. The job duties can include anything from managing correspondence and schedules to managing complex projects and meetings on behalf of the executive. Executive administrative assistants need to be organized, detail-oriented and excellent communicators.

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

COURSE CONTENT

LESSON 1: JOB OVERVIEW: Do you know exactly what executive assistants are and what they do?

LESSON 2: JOB DUTIES AND SKILLS: You are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently.

LESSON 3: BE ON TOP OF DAILY ROUTINES:

LESSON 4: DOING THOSE VIP SKILLS: Good communication skills are critical to anyone's success in business and possibly even more so in the case of an executive assistant.

LESSON 5: HOW TO DEVELOP GOOD WORKING RELATIONSHIPS: Good working relationships within a company can make all the difference to whether you enjoy your work as an assistant. They also can be a deciding factor as to whether you are successful and to what degree you are so.

LESSON 6: BUILDING SELF-ESTEEM, SELF-CONFIDENCE & ASSERTIVENESS IN YOURSELF & OTHERS: Self-esteem, self-confidence, and assertiveness are all different facets of someone's personality and character traits.

LESSON 7: OFFICE PROCEDURES: You will learn how to arrange efficient office procedures and increase productivity**,** manage everyday office tasks, including records management and meeting prep and use time management skills.