

A black and white photograph of two men in business suits. The man on the left is younger, wearing glasses and a watch, leaning over the man on the right. The man on the right is older, with a white beard, looking down at a laptop. A white mug is on the table in the foreground.

Partnering with Your Boss

Strategic Skills for Administrative Professionals

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Build trust and credibility to strengthen your working relationship with your boss and increase your overall professional effectiveness.

Highlights

- Learn key skills in goal setting, prioritizing, planning, decision-making, relationship building and listening.
- Develop your communication and assertiveness skills to get more done on time and on target.

Key Competences

- Time management
- Building relationships
- Goal setting skills
- Creating trust
- Strategic decision making
- Assertiveness skills

The Right Programme for You

You are an administrative professional or executive assistant. You manage a wide range of tasks and projects for your boss. You want to develop better working relationships with you manager and become more effective.

Executive Assistants



Learn, Practice and Use

- **Learn** how to consistently anticipate your boss's needs and corporate goals
- **Collaborate** with your boss and build a working relationship
- **Get** the support you need from others to accomplish your job and achieve your boss's goals
- **Have** the authority to make and act on key decisions
- **Represent** your boss confidently in meetings and discussions
- **Be seen** by your boss and others as a valued professional in the organization
- **Learn** to work with multiple bosses and other office professionals every day
- **Use** your time effectively and get more things done
- **Understand** the characteristics of strategic working partnerships
- **Develop** active listening skills to support your projects and goals
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Face-to-Face



2 days
€1,995

Available In-Company

The programme is available as an In-Company solution for your teams. More information at mce.eu/inco

mce.eu/assistant for dates, locations and full programme outline

Programme Modules

1

Defining the Strategic Partnership

- Identify the characteristics of effective partnering with your boss and use these features to create a positive partnership

2

Developing a Trusting Relationship with your Boss

- Adapt methods to complement the boss's preferences by completing a self-evaluation exercise and creating a blueprint for change

3

Planning Skills to Anticipate and Proactively Support your Boss

- Choose and apply the active listening skills that allow you to anticipate the boss's needs by completing a communication assessment and enacting a listening skills role play

4

Developing the Working Partnership

- Define and integrate your personal power bases by revisiting trust...and by completing a "power-base planner"

5

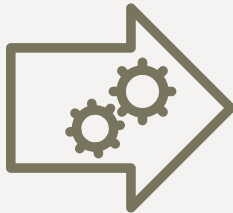
Aligning and Expanding Partnering Relationships

- Use influencing and persuasive communication skills in planning and delivering a business case presentation



Learn

the key business skills and knowledge you need for your management role today and tomorrow



Practice

the skills you learn and get feedback, recommendations and coaching



Use

what you learn and practise as soon as you get back to your office

For more information please contact:



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