

EXECUTIVE ASSISTANTS SKILLS

The Professional Executive Assistant

MCE Management Centre Europe®

www.mce.eu

The Professional Executive Assistant

Get the key business skills you need to support management and take your career to the next level.



Ideal for

You are an experienced administrative professional or executive assistant. You manage a wide range of tasks and projects. You want to boost your career and get the key skills and knowledge you need for your role.

Executive Assistants

Learn, Practice and Use

- Understand the changing business environment in which you operate and the impact it has on your role and the role of your manager
- Enhance your interpersonal skills
- Become a more confident decision-maker in your executive assistant role
- Learn how to become more effective in a top management team setting
- Set personal objectives and develop a plan for your own career and development
- Be able to apply creative thinking in difficult situations, and act more assertively when appropriate
- Develop the confidence to handle stressful and delicate situations
- Learn how to set priorities and manage your time
- Share your knowledge and challenges with your peers and MCE's highly experienced faculty

Highlights

- Learn how to manage your time, set priorities and make decisions in a changing and challenging business world.
- Use role plays and group work to practice the key skills you need and get direct and honest feedback.

Key Competences

- Time management
- Decision-making
- Creative thinking
- Management styles
- Communication skills
- Assertiveness skills

Practical Information

FACE-TO-FACE

4 days

€2,995

LIVE ONLINE

8 × 3-hour sessions

€2,995

SCAN HERE

FULL OUTLINE, DATES & LOCATIONS →

AVAILABLE IN-COMPANY

This programme is available as an in-company solution for your teams. mce.eu/inco

Programme Modules

1 Motivation and Time Management

- The changing business environment
- Understanding motivation
- Time management

2 Working More Effectively in a Top Management Team

- Setting decision making
- Diagnosing and analysing issues
- Concentrating and making decisions effectively
- Getting decisions implemented
- Creative thinking

3 Understanding Management and Leadership Styles

- Understand yourself, your boss and others
- Tips for cross-cultural and remote working

4 Effective Communication

- Skills and strategies for handling important relationships
- How to improve performance
- How to improve self-confidence

5 Conflict Management

6 Assertiveness

- Negotiating, persuading, influencing techniques
- Giving feedback

MCE is your reliable partner for continuous success with agile people development solutions.

10,000,000

participants on AMA & MCE programmes in the last 10 years

92%

of Fortune 1,000 companies are our business partners

96%

of participants report they are using what they have learnt at AMA & MCE

1,000+

expert facilitators globally

100+

Open Training Programmes running throughout EMEA

100+

year's experience working with our clients around the globe

AVAILABLE IN-COMPANY

Train your whole team together

This programme is also available as an in-company solution, adapted to your organisation and run for your teams.

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FOR MORE INFORMATION, PLEASE CONTACT

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