

Training Course on The 21st Century Executive Assistant Level 2

Professional Development Training Course Outline

Category	General Training	Duration	10 Days
Base Fee	\$3,000 USD	Delivery Mode	Online / On-site Hybrid

Course Introduction

In today's fast-paced digital world, the role of the Executive Assistant (EA) has evolved into a powerful, strategic, and tech-savvy leadership position. Training Course on The 21st Century Executive Assistant – Level 2 is designed to enhance high-level competencies, build emotional intelligence, and develop leadership presence required to support C-level executives and lead administrative teams. Whether managing remote workforces, embracing AI tools, or navigating high-pressure situations, this course equips modern assistants to excel in demanding environments.

With a focus on digital communication, strategic time management, project coordination, and executive decision-making, participants will gain confidence to operate at the intersection of operations and leadership. This transformative program delivers real-world insights and actionable strategies for EAs ready to evolve into executive business partners.

Programme Curriculum

Training Course on Strategic Supervisory Management

Introduction

In today's fast-paced and digitally-driven business environment, Strategic Supervisory Management has become a vital competency for supervisors, team leaders, and emerging managers. Training Course on Strategic Supervisory Management is designed to equip professionals with cutting-edge leadership techniques, decision-making frameworks, and team performance optimization strategies

that align with 21st-century organizational goals. Participants will explore key concepts such as strategic thinking, emotional intelligence, conflict resolution, and performance evaluation—empowering them to lead with confidence and influence.

Whether you're transitioning into a supervisory role or looking to enhance your existing skills, this course provides an in-depth analysis of contemporary management practices, agile leadership, and digital transformation in management. By integrating practical tools, real-life case studies, and interactive modules, learners will emerge as visionary leaders equipped to tackle operational challenges, improve productivity, and drive strategic change across departments.

Course Objectives

- Understand the principles of strategic supervision in modern organizations
- Learn to implement leadership strategies for team development and growth
- Master conflict management and resolution skills in workplace scenarios
- Apply data-driven decision-making techniques for better supervision
- Enhance emotional intelligence to improve team dynamics
- Create performance management systems that drive accountability
- Utilize agile supervisory frameworks for adaptive leadership
- Explore digital tools and technologies for remote team supervision
- Develop communication strategies for effective leadership
- Gain insight into change management processes at the supervisory level
- Analyze and apply organizational behavior theories in practice
- Strengthen time management and delegation skills
- Design and implement KPI-based performance evaluation models

Target Audience Profiles

- First-time supervisors
- Team leaders in corporate environments
- Mid-level managers
- HR professionals overseeing performance
- Operations managers
- Project coordinators
- Entrepreneurs managing small teams
- Individuals pursuing leadership certification

Course Duration

- 10 Days

Course Modules

Module 1: Foundations of Supervisory Management

- Definition and scope of supervisory management
- Responsibilities of modern supervisors

- Leadership vs. management
- Key traits of successful supervisors
- Importance of strategic thinking

Module 2: Communication Skills for Supervisors

- Verbal and non-verbal communication
- Barriers to effective communication
- Active listening techniques
- Giving and receiving feedback
- Conflict de-escalation through communication

Module 3: Leadership Styles and Adaptability

- Transformational vs. transactional leadership
- Situational leadership models
- Building trust and influence
- Empowering your team
- Adapting leadership styles to team dynamics

Module 4: Emotional Intelligence at Work

- Self-awareness and self-regulation
- Managing emotions in the workplace
- Social awareness and empathy
- Relationship management
- Emotional intelligence assessment tools

Module 5: Time Management and Delegation

- Prioritization frameworks (Eisenhower Matrix)
- Effective scheduling and planning
- Delegation techniques
- Avoiding micromanagement
- Managing competing demands

Module 6: Performance Management Systems

- Setting SMART goals
- Conducting performance appraisals
- Giving constructive feedback
- Creating improvement plans
- Reward and recognition strategies

Module 7: Conflict Management and Negotiation

- Types and sources of conflict
- Conflict resolution styles
- Mediation techniques

- Win-win negotiation strategies
- Post-conflict evaluation

Module 8: Motivation and Team Engagement

- Theories of motivation (Maslow, Herzberg)
- Building high-performing teams
- Incentive programs
- Aligning team goals with organizational vision
- Overcoming disengagement

Module 9: Supervising Remote and Hybrid Teams

- Remote leadership best practices
- Monitoring productivity digitally
- Virtual team-building techniques
- Digital collaboration tools
- Addressing remote work challenges

Module 10: Change Management

- Understanding the change curve
- Communicating change
- Overcoming resistance
- Leading through transitions
- Measuring change impact

Module 11: Agile and Lean Supervision

- Introduction to agile supervision
- Lean management principles
- Cross-functional teams
- Quick decision-making models
- Continuous improvement

Module 12: Decision-Making for Supervisors

- Problem-solving frameworks
- SWOT and PESTLE analysis
- Group decision-making dynamics
- Risk evaluation
- Ethical decision-making

Module 13: Coaching and Mentoring Techniques

- Difference between coaching and mentoring
- Developing coaching skills
- Providing mentorship in the workplace
- Creating development plans

- Monitoring progress and growth

Module 14: Organizational Culture and Ethics

- Defining workplace culture
- Ethical supervision practices
- Diversity, equity, and inclusion
- Building a positive work environment
- Addressing ethical dilemmas

Module 15: Supervisory Assessment and Continuous Growth

- Self-assessment tools
- Gathering 360-degree feedback
- Creating personal development plans
- Setting future leadership goals
- Certification and next steps

Training Methodology

- The training combines multiple instructional strategies to ensure an engaging and practical learning experience. The methodology includes:
- Instructor-Led Presentations – Structured sessions led by subject matter experts to introduce key concepts and frameworks
- Group Discussions – Collaborative conversations that encourage knowledge sharing, critical thinking, and peer-to-peer learning
- Interactive Activities – Engaging exercises designed to reinforce understanding through active participation
- Real-World Case Studies – In-depth analysis of practical examples to illustrate how concepts are applied in real-life scenarios
- Hands-On Simulations – Practice-based sessions where participants apply skills in simulated environments for experiential learning

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.com or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

- a. The participant must be conversant with English.
- b. Upon completion of training the participant will be issued with an Authorized Training Certificate
- c. Course duration is flexible and the contents can be modified to fit any number of days.
- d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.
- e. One-year post-training support Consultation and Coaching provided after the course.
 - f. Payment should be done at least a week before commencement of the training, to FINESKILL TRAINING CENTER account, as indicated in the invoice so as to enable us prepare better for you.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.com or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

- a. The participant must be conversant with English.
- b. Upon completion of training the participant will be issued with an Authorized Training Certificate
- c. Course duration is flexible and the contents can be modified to fit any number of days.
- d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.
- e. One-year post-training support Consultation and Coaching provided after the course.
- f. Payment should be done at least a week before commencement of the training, to FINESKILL TRAINING CENTER account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
07 Sep 2026	18 Sep 2026	Physical	\$3,000
14 Sep 2026	25 Sep 2026	Physical	\$3,000
21 Sep 2026	02 Oct 2026	Physical	\$3,000
28 Sep 2026	09 Oct 2026	Physical	\$3,000
05 Oct 2026	16 Oct 2026	Physical	\$3,000
12 Oct 2026	23 Oct 2026	Physical	\$3,000
19 Oct 2026	30 Oct 2026	Physical	\$3,000
26 Oct 2026	06 Nov 2026	Physical	\$3,000

Ready to enroll or request a customized program? Book online or contact us:

[Register Online Now](#)

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com