Training Programme for Executive Assistants

Professional Development Training Course Outline

Category	General Training	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's fast-paced, digital-first business environment, executive assistants are no longer just support staff—they are strategic partners who influence productivity, decision-making, and organizational success. Training Programme for Executive Assistants is an intensive, hands-on training designed to empower EAs with essential skills in leadership, communication, project management, and technology integration. This program will transform seasoned professionals and aspiring executive assistants into confident, competent, and indispensable assets to their organizations.

With a curriculum grounded in real-world executive support, this program equips participants with the tools to master time management, drive digital transformation, improve stakeholder communication, and manage high-level tasks with poise and precision. Stay ahead of evolving job roles and expectations by building proficiency in AI tools, cloud collaboration platforms, corporate protocol, and executive-level confidentiality.

Programme Curriculum

Training Programme for Executive Assistants

Introduction

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management, and technology integration. This program will transform seasoned professionals and aspiring executive assistants into confident, competent, and indispensable assets to their organizations.

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Course Objectives

By the end of this course, participants will be able to:

1. Master advanced time management and prioritization techniques.
2. Enhance communication skills for high-level stakeholders and executives.
3. Navigate digital productivity tools (Microsoft 365, Slack, Trello).
4. Apply AI-powered automation for scheduling and task management.
5. Strengthen emotional intelligence and professional resilience.
6. Demonstrate project coordination and leadership in dynamic settings.
7. Practice corporate etiquette and executive presence.
8. Manage confidential data using cybersecurity best practices.
9. Lead hybrid meeting logistics and virtual collaboration.
10. Improve strategic thinking and decision-making support.
11. Develop skills in travel coordination and expense reporting tools.
12. Build relationships using internal networking and influence techniques.
13. Provide C-suite level administrative support with confidence.

Target Audience

- Executive Assistants (mid-level to senior-level)
- Personal Assistants to C-Suite Executives
- Administrative Professionals
- Office Managers
- Virtual Assistants
- Team Coordinators
- HR Administrative Officers
- Project Support Staff

Course Duration

- 5 days

Course Modules:

Module 1: Strategic Role of the Executive Assistant

- Understanding the modern EA role
- From support to strategic partner
- Aligning with executive goals
- Navigating office politics
- Building trust and influence

Module 2: Time and Priority Management

- Eisenhower Matrix and time blocking
- Digital calendars and AI tools
- Task delegation and follow-up
- Overcoming procrastination
- Managing multiple bosses

Module 3: Business Communication Mastery

- Executive-level writing skills
- Email and memo etiquette
- Presentation prep and delivery
- Active listening and negotiation
- Managing difficult conversations

Module 4: Technology and Digital Tools

- Microsoft 365 advanced features
- Project and task apps (Trello, Asana)
- AI schedulers (Calendly, Clara)
- File sharing & cloud management
- Cybersecurity fundamentals

Module 5: Project and Event Coordination

- Event planning essentials
- Budgeting and vendor management
- Timeline and deliverable tracking
- Team collaboration tools
- Post-event reporting

Module 6: Executive Presence and Etiquette

- Dress, demeanor, and diplomacy
- Cross-cultural awareness
- Hosting VIP guests
- Confidentiality and discretion
- Office protocol mastery

Module 7: Emotional Intelligence and Resilience

- Self-awareness and empathy
- Stress management techniques
- Constructive feedback delivery
- Conflict resolution strategies
- Building workplace positivity

Module 8: Career Growth and Future-Proofing

- Personal branding for Executive Assistants
- Upskilling with AI and automation
- Building an internal network
- Goal setting and career planning

Training Methodology

1. Learning Objectives-Based Design – The course is designed to enhance communication, organization, leadership, and tech-savviness in executive support roles.
2. Blended Learning Approach – Combines live workshops, online modules, and practical tasks for flexible learning.
3. Interactive Lectures and Discussions – Facilitators lead sessions on topics like time management and executive communication, with open discussions for clarity.
4. Simulations and Role-Playing – Real-life office scenarios are simulated to build confidence in decision-making and problem-solving.
5. Soft Skills Development Workshops – Focused sessions enhance professionalism, emotional intelligence, and conflict resolution.
6. Technology Training – Hands-on training with productivity tools (e.g., MS Office, scheduling software, digital communication platforms).
7. Group Activities and Peer Sharing – Team exercises and idea exchanges encourage collaboration and shared learning.
8. Evaluation and Feedback – Includes assessments, feedback forms, and personal action plans to track development.
9. Mentoring and Guest Talks – Industry professionals share success tips and offer mentorship opportunities.
10. Certification and Continuing Development – Participants receive certificates and access to resources for ongoing growth.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org 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 commence 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
16 Nov 2026	20 Nov 2026	Online	$1,000
16 Nov 2026	20 Nov 2026	Physical	$1,500
16 Nov 2026	20 Nov 2026	Physical	$3,000
16 Nov 2026	20 Nov 2026	Physical	$3,000
16 Nov 2026	20 Nov 2026	Physical	$6,000
16 Nov 2026	20 Nov 2026	Physical	$4,500
16 Nov 2026	20 Nov 2026	Physical	$6,000
16 Nov 2026	20 Nov 2026	Physical	$6,000

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

Register Online Now

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