



ADVANCED

Management Skills for Personal Assistants

Course Introduction:

During this course, participants engage in learning in theory and practice the duties of a personal assistant. This interactive course includes activities to enhance learning and the development of practical skills.

This comprehensive course involves the development of skills and knowledge that the job of a personal assistant demands. These include developing social intelligence, flexibility, management skills, people management skills, business writing skills, and prioritizing tasks.

Course Objectives:

With the help of this course, delegates will be able to:

- To manage your duties more confidently
- efficiently and effectively
- To prepare for promotion to the role of personal assistant
- To perform as part of the management team

Who Should Attend?

Personal assistants wishing to enhance their management skills, Secretaries seeking to work for top-level directors, senior secretaries aiming for promotion to personal assistant posts.

Course Outline:

- Management Theories
- Team-building and leadership
- Report writing
- Arranging meetings and taking minutes
- Personal effectiveness
- time management
- Personal communication skills
- IT tips and tricks
- Introduction to human resource management
- Introduction to public relations

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session