



Management
Centre Europe®

A professional woman with blonde hair tied back, wearing glasses and a light-colored blazer, is shown in profile, looking down. The image is overlaid with large, abstract geometric shapes in shades of blue and white. A large red triangle is visible in the bottom right corner.

The Professional Executive Assistant

Online & Face-to-Face


The Professional Executive Assistant

How often are you asked to take decisions in your boss absence? Things need to go fast. How are you setting your priorities?

Enhance your executive assistant skills and performance to increase the added value of your contribution to your manager and your company. Improve your interpersonal skills to take decisions confidently, suggest innovative solutions, be an effective organizer and good communicator.

Although managers are becoming more and more autonomous with the current technology, the role of the executive assistant is also changing and getting more demanding. The support that you provide as an executive assistant is vital for both, your manager and your organization to achieve corporate goals.

It becomes even more critical when you are reporting to several bosses. Do you have the strategic insight to take the right decision and innovate in your processes? Do you have enough confidence to handle stressful and delicate situations? To manage your career, you are expected to be a confident decision-maker, a creative thinker, an effective organizer and a good communicator. Do you have enough assertiveness to say no when projects are piling up on your desk? This programme will equip you with key skills and tools to become the manager of tomorrow.



Develop a personal action plan to implement back at work

Network and learn during the training from a diverse group of peers from different functions, industries and countries



Is this programme for you?

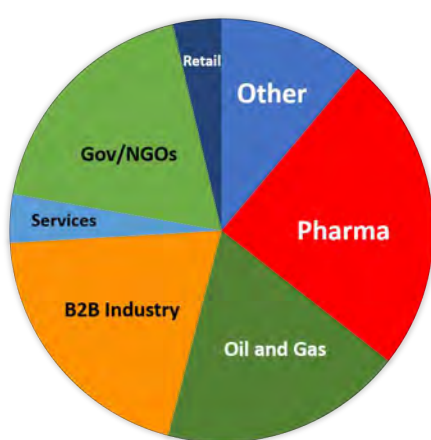
If you are an experienced administrative professional who manages a range of responsibilities, projects and tasks in support of senior executives, this programme is for you.

Some of the positions that usually attend to this executive assistant training course are:

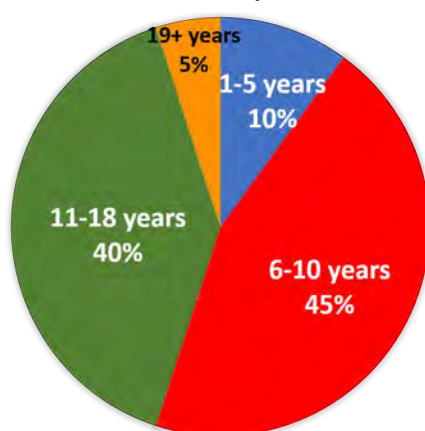
- Experienced Administrative Professional
- Executive Assistants,
- Executive Secretaries

Profile of Typical Participants

Sector



Professional Experience



Key Competencies

- Motivation
- Time Management
- Assertiveness
- Decision Making
- Creativity
- Communication

"I found the training very useful, to concrete all these details that you feel useful for performing the daily work but you never manage to define or have a clear concept of them."

Miguel, OCCAR

"The training is very interactive, full of nice exercises and very practical. You can use the overall learning in your professional and private life."

Irina, Dec 2020



How will you benefit

After participating in the Mini MBA programme, you will grow your management skills & competencies and be able to:

- 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
- Become more effective in a top management team setting
- Learn to set personal objectives and develop a plan for your own career and knowledge development
- Be able to apply creative thinking in difficult situations, and act more assertively when appropriate



Learn and Practise

The Professional Executive Assistant is a hands-on training programme, highly interactive with exercises and role plays. The programme will be led by an experienced facilitator with business experience in international companies. Here is the programme outline:

Motivation and Time Management

- The Changing Business Environment
- Understanding Motivation
- Time Management

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

Understanding Management and Leadership Styles

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

Effective Communication

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

Conflict Management

Assertiveness

- Negotiating, persuading, influencing techniques
- Giving feedback

Projecting Yourself and Effective Presentation Skills

Working on Continued Personal Growth



Practical Details

The Professional Executive Assistant programme is available in 2 formats: Face-to-Face and Live Online



Classroom



4 Days



€2,950



Live Online



6 X 3 hours



€2,450

To register or find the latest dates:

www.mce.eu

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What are MCE Live Online Programmes?

MCE & AMA have offered **Live Online Training** for over 10 years. You can access these scheduled live stream training programmes from anywhere. They cover the key business topics of our top-selling Open Training Programmes.

What are Live Online Training Programmes?

- consist of scheduled sessions of 3 hours each (3,4,6 or 12 sessions in total)
- delivered to small groups in a virtual classroom with an online video meetings tool
- interactive with breakout rooms and discussions
- facilitator-led with live interaction

Key Benefits

- Variety of activities that create a live and dynamic learning experience
- Real-world advice from practitioners in the field
- Online, virtual, convenient, high-quality and consistent learning
- Cost-effective and no travel necessary
- Live, personal feedback from your facilitator and peers



Avoid hotel and travel costs and minimize the time away from work.

→ Key Facts About MCE



500,000

*Participants on MCE
training programmes since
1961*



59 years

*Providing Learning &
Development (L&D) services in
the EMEA region*



1,700

*Client companies which we have
worked with delivering
customized & in company
learning solutions*



6,200

*In Company Training
Solutions delivered in
more than 94 countries*



70+

*Open Training
Programmes running
throughout the EMEA
region - Online and
Face-to-Face*



10,000+

*Managers & Leaders inspired by
MCE's management
development solutions each
year*

