



Executive Office Management - Practices and Technics

دارة المكاتب التنفيذية - الممارسات والتقنية

17 – 21 February 2025

Dubai / UAE

Introduction

This course is designed to provide participants with the essential practices and techniques required for effective executive office management. It aims to enhance the skills needed to manage office operations efficiently, support executive leadership, and ensure smooth organizational workflows. Participants will gain insights into best practices, modern tools, and strategies to excel in executive office management roles.

Objectives

By the end of the program delegates will be able to:

- Develop a comprehensive understanding of executive office management
- Learn effective practices and techniques for managing office operations
- Enhance communication and organizational skills
- Utilize modern tools and technologies for office management
- Support executive leadership and organizational goals

Who Should Attend?

- Executive Assistants
- Office Managers
- Administrative Professionals
- Personal Assistants
- Office Coordinators
- Anyone involved in executive office management

Course Outline**Day One****Fundamentals of Executive Office Management**

- Overview of Executive Office Management
- Role and Responsibilities of Executive Office Managers
- Key Skills and Competencies
- Organizational Structure and Workflow
- Understanding Organizational Hierarchy
- Streamlining Office Processes

Day Two**Effective Communication and Interpersonal Skills**

- Professional Communication Techniques
- Verbal and Non-verbal Communication
- Writing Effective Emails and Reports
- Interpersonal Skills Development
- Building Strong Working Relationships
- Conflict Resolution and Negotiation

Day Three**Time Management and Productivity**

- Time Management Strategies
- Prioritizing Tasks and Managing Deadlines
- Delegation Techniques
- Enhancing Productivity
- Tools and Technologies for Productivity
- Creating an Efficient Work Environment

Day Four**Modern Office Technologies and Tools**

- Digital Transformation in Office Management
- Utilizing Office Management Software
- Cloud-based Solutions and Collaboration Tools
- Data Management and Security
- Best Practices for Data Handling
- Ensuring Information Security

Day Five

Supporting Executive Leadership and Organizational Goals

- Executive Support Techniques
- Managing Executive Schedules and Travel Arrangements
- Preparing for Meetings and Presentations
- Aligning Office Management with Organizational Goals
- Strategic Planning and Implementation
- Continuous Improvement and Professional Development

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,950 USD**
**VAT is Excluded If Applicable*

المقدمة

تم تصميم هذه الدورة لتزويد المشاركين بالممارسات والتقنيات الأساسية اللازمة لإدارة المكاتب التنفيذية الفعالة. ويهدف إلى تعزيز المهارات اللازمة لإدارة العمليات المكتبية بكفاءة، ودعم القيادة التنفيذية، وضمان سير العمل التنظيمي بسلاسة. سوف يكتسب المشاركون رؤى حول أفضل الممارسات والأدوات الحديثة والاستراتيجيات للتفوق في أدوار إدارة المكاتب التنفيذية.

الاهداف

- تطوير فهم شامل لإدارة المكاتب التنفيذية
- تعلم الممارسات والتقنيات الفعالة لإدارة العمليات المكتبية
- تعزيز مهارات الاتصال والتنظيم
- الاستفادة من الأدوات والتقنيات الحديثة لإدارة المكاتب
- دعم القيادة التنفيذية والأهداف التنظيمية

الحضور

- المساعدين التنفيذيين
- مدراء المكاتب
- المهنيين الإداريين
- المساعدين الشخصيين
- منسقي المكاتب
- أي شخص مشارك في إدارة المكاتب التنفيذية