



# Executive assistance

## How to assist your boss

### Seminar objective

As an assistant to the management, you are an all-rounder. You think responsibly, are flexible and have excellent organizational skills. A confident appearance, sovereign behavior, even in difficult situations, is important for your position. In our seminar executive assistance we show you possibilities to fill your role even better. You will conduct a personal assessment of your position and thus improve the cooperation with your superior and your team. With strengthened self-confidence, you will contribute to maintaining your performance in the long term. In our training, you will learn how to trust your own abilities more and thus how to have more confidence in yourself. Using practical examples, you will receive important tips for your everyday work.

### Seminar content

#### Getting Started - Management Assistant:

- Tasks, expectations and powers
- Relationship management - How do I affect others?
- How do I best support my boss?
- Techniques for dealing with time-wasters and stress

#### Communication techniques to relieve the burden on the boss:

- Conducting difficult conversations with confidence
- Body language in important conversation situations
- How do I optimize my rhetoric and increase my self-confidence?
- Techniques for transparent and authoritative communication
- Your business card on the phone, etiquette, and speaking techniques

#### Methods for the assistance:

- Time management and relieving the burden on the boss: setting priorities
- Document management: Efficient filing techniques to cope with information overload
- Consolidating and forwarding information and messages
- Organizing, planning and accounting travel sensibly
- Recognizing time wasters and setting priorities correctly: Field-tested

### Methodology

Interactive and experience-oriented exchange  
Examples of exercises  
Simulation of everyday situations  
Trainer input  
Supervision

### Target audience

The seminar executive assistance is aimed at assistants and secretaries who want to support for their boss.

#### Course ref.

F2008

#### Participants

not more than 9 participants

#### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

#### Location & dates

##### Münster

21.11.2024 – 22.11.2024  
17.03.2025 – 18.03.2025  
23.06.2025 – 24.06.2025  
20.11.2025 – 21.11.2025

##### Hamburg

26.08.2024 – 27.08.2024  
06.03.2025 – 07.03.2025  
28.07.2025 – 29.07.2025

##### Berlin

19.05.2025 – 20.05.2025

##### Frankfurt am Main

23.09.2024 – 24.09.2024  
20.02.2025 – 21.02.2025  
04.08.2025 – 05.08.2025

##### Munich

23.06.2025 – 24.06.2025

#### Fee

1.150,00 € (ex. VAT)  
1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Veranstaltung                      Seminarcode

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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Kundennummer

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Anmeldebestätigung (E-Mail)

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Unterschrift