

## Assistant to several managers: working in synergy to gain efficiency



AS-30 2 Days (14 Hours)



### Description

Working with several managers is sometimes a balancing act and requires being well organized, proactive and diplomatic. At the same time, placed at the heart of the issues and activities of several departments or services, the assistant to several managers occupies an ideal position to develop synergy and improve collective efficiency. The 'Assistant to several managers: working in synergy to gain efficiency' training gives you methods, tools and helps you adopt the appropriate posture to reinforce your added value with your managers and the company. /p>

### Who is this training for ?

#### For whom

Assistant, secretary working with two or three managers or directors of different departments.

#### Prerequisites

None.

### Training objectives

- Develop 3 talents to increase your added value as an assistant to several managers: organization; proactivity; diplomacy.
- Establish effective working methods to address priorities.
- Facilitate the processing of information.
- Facilitate decision-making and the implementation of action plans.
- Contribute to the development of synergy .

### Training program

Découvrir les fondamentaux du management de projet

- Align your priorities with the missions and challenges of your managers.
- Anticipate to smooth the workload.
- Prioritize requests according to urgency and of importance.
- Negotiate a deadline or contribution level in the event of overload.
- Propose alternative solutions.
- Use tools for monitoring of several projects in parallel.
- Make concrete proposals to overcome dysfunctions and improve collective efficiency.

Gérer l'information pour faciliter le travail des managers Traiter rapidement un volume très important d'e-mails.

- Propose collective rules to reduce the number of e-mails or their processing time.
- Ensure rapid access to reliable and up-to-date information, paper or electronic.
- Harmonize documents and dashboards to facilitate their production and use.
- Prepare files to facilitate decision-making in meetings.
- Use the 'account -making the meeting active to stimulate decision-making and formalize the action plan.

Contribuer au développement de la synergie inter-services S'affirmer pour proposer un arbitrage concerté.

- Understand the needs behind the requests and propose adapted solutions.
- Share best practices and circulate innovative ideas.