Executive Assistant Cycle

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AS-30   10 Days (50 Hours)

Description

The role of the executive assistant has expanded to new missions and responsibilities. The interest and scope of the position depend on the proactivity of the executive assistant and their ability to develop them.

This training cycle aims to strengthen mastery of the essential skills of the position. By finding the same participants throughout this cycle, the exchanges of practices put in place between sessions promote the growth of each person's power.

Who is this training for ?

For whom

Executive assistant working with a manager, executive or director.

Executive assistant working with one or more directors.

Assistant wishing to prepare for a position as an executive assistant.

Any person contributing to supporting managerial action (coordinator, facilitator) wishing to take the position of executive assistant

Prerequisites

None.

Training objectives

- Reinforce your mastery of the fundamental skills of the executive assistant position.
- Optimize collaboration with the manager.
- Position the role of the executive assistant.
- Manage priorities.
- Process effectively provide written and oral information.
- Strengthen your relational excellence.

Training program

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We are at your disposal De Lun - Ven 09h00-18h00
email

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Jouer pleinement son rôle d'assistant(e) de direction (2 jours)

- 1 - Situate the mission of the executive assistant
- Integrate the added value of the executive assistant.
- Better position yourself within the pair or team.
- Be an ambassador for the company's image.
- 2 - Support the manager in carrying out his or her various roles
- Understand the manager's roles.
- Identify the added value of the executive assistant in each of their roles.
- 3 - Work in pairs with the manager(s)
- Clarify the needs and expectations of your manager(s).
- Adapt to your manager(s) and strengthen complementarity.
- 4 - Calmly assert yourself in your role
- Dare to say and dare to ask.
- Know how to say no with diplomacy.

Gérer les priorités de sa fonction (2 jours)

- 1 - Take stock of your time management
- Identify personal obstacles to good time management.
- Identify your sources of inefficiency and its good ones personal practices.
- 2 - Get to the point: arbitrate priorities
- Clarify priorities: your own and those of your leaders.
- Prioritize requests based on urgency and importance.
- 3 - Optimize your personal organization
- Anticipate to deal with peaks in activity.
- Remain flexible and integrate unforeseen events.
- 4 - Optimize collective organization
- Set up common processes to monitor projects.
- Optimize administrative processes
- Identify dysfunctions and make suggestions for improvements.

Renforcer son agilité pour vivre et accompagner le changement (2 jours)

- 1 - Adopt an agile posture
- Understand the challenges of change in companies.
- Identify the signals of resistance to change.
- 2 - Contribute to innovation in the company
- Analyze a problem and propose solutions.
- 3 - Be an effective support for the teams
- Be support for the team in the face of change.
- Find the right words and appropriate attitudes.
- 4 - Stay alert to anticipate developments in the profession
- Create and maintain a professional network, using social networks.
- Stay driving its development.

Concevoir des outils de pilotage et présenter des informations à l'écrit ou à l'oral (2 jours)

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- 1 - Build management management tools
- Identify relevant indicators for management.
- Categorize indicators: activity, result.
- Acquire a methodology for constructing a management system.
- 2 - Highlight the management information figures
- Format the table to make it easier to read reading and guide the eye towards the important points.
- Highlight alerts to signal deviations and enable analysis.
- Choose and create a graph based on the objective.
- 3 - Make information available and disseminate
- Use relevant information sharing tools.
- Contribute to the administration of collaborative spaces.
- 4 - Be effective orally: in meetings, face-to-face or by video
- Get to the point and structure your comments.
- Adapt your body language to strengthen your impact.

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