

Executive Assistant Skills

Length: 1 day

The role of an executive administrative assistant is to serve as the "right hand" to the executive he or she is supporting. The job duties can include anything from managing correspondence and schedules to managing complex projects and meetings on behalf of the executive. Executive administrative assistants need to be organized, detail-oriented, and excellent communicators.

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

What You'll Learn

- Use Outlook as a time efficiency tool
- Communicate effectively with superiors, coworkers and clients
- Utilize customer service strategies to achieve positive personal interactions
- Arrange efficient office procedures and increase productivity
- Draft professional business letters, emails, memos, agendas and other types of correspondence
- Manage everyday office tasks, including records management and meeting prep

Course Content

Lesson One: Job Overview

Do you know exactly what executive assistants are and what they do?

Lesson 2: Job Duties and Skills

An assistant is being responsible for a variety of administrative and clerical duties necessary to run an organization efficiently.

Lesson 3: Doing Your Job Properly

Does everyone aim to do his or her job properly?

Lesson 4: Be On Top Of Daily Routines

Naturally enough, a managerial assistant's office conditions and setup will vary.

Lesson 5: Be Prepared for Diversity

'Diversity' is the assortment, range, variety, and multiplicity of tasks that an administrative assistant is likely to need to handle at one time or another in the workplace.

Lesson 6: Doing Those VIP Skills

Good communication skills are critical to anyone's success in business and possibly even more so in the case of an executive assistant.

Lesson 8: How To Develop Good Working Relationships

Good working relationships within a company can make all the difference to whether you enjoy your work as an assistant. They also can be a deciding factor as to whether you are successful and to what degree you are so.

Lesson 9: Building Self-esteem, Self-confidence & Assertiveness in Yourself & Others

Self-esteem, self-confidence, and assertiveness are all different facets of someone's personality and character traits.