

Executive assistance

How to assist your boss

Seminar Objective

The multitude of tasks makes optimal executive assistance increasingly important. Keep your boss's back free and lighten the load with regard to their daily challenges. You'll get to know working methods and communication techniques from practice for your work in this seminar.

Seminar Content

- Communication techniques for relieving the pressure on the boss
- Conducting difficult conversations with confidence
- What do I need to know about psychology?
- Body language in important conversational situations
- How do I optimize my communication style?
- Time management and relief for the boss
- How to increase my self-confidence
- Act politely but firmly
- Methods for taking the pressure off the boss
- What effect do I have on others?
- How can I support my boss in an optimal way?
- Document management: efficient filing techniques for coping with the flood of information
- Collating and forwarding information and messages
- Organizing and planning trips effectively
- Settling travel expenses correctly
- Identifying time wasters, setting and getting priorities right

This seminar is also offered as part of a qualification programme.

Method

Interactive and experience-oriented exchange, examples of exercises, simulation of everyday situations, trainer input, supervision

Participants

The seminar "Executive assistance" is aimed at assistants and secretaries who want to provide pressure relief and consistent support for their boss.

Testimonials

„I really liked the intensive training in small groups!“
N. Richter, VRR AöR

„I found the trusting atmosphere during this seminar very appealing.“
B. Janovsky, Elbe-Werkstätten GmbH

Course Ref.

F2008

Participants

not more than 9 participants

Schedule

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

Location and Dates

Muenster

09.12.2021 – 10.12.2021
17.03.2022 – 18.03.2022
23.06.2022 – 24.06.2022
21.11.2022 – 22.11.2022

Hamburg

21.04.2022 – 22.04.2022
25.08.2022 – 26.08.2022

Berlin

11.11.2021 – 12.11.2021
23.05.2022 – 24.05.2022

Frankfurt

21.02.2022 – 22.02.2022
22.09.2022 – 23.09.2022

Munich

22.11.2021 – 23.11.2021
20.06.2022 – 21.06.2022

Fee

980,00 € (ex. VAT)
1.166,20 € (inc. VAT)

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

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Ja, ich/wir buche(n) folgendes Seminar:

Seminartitel

Termin

Seminarort

1. Teilnehmer/in

Funktion

E-Mail

2. Teilnehmer/in

Funktion

E-Mail

Ja, ich/wir buche(n) das Aufbauseminar gleich mit:

Titel

Termin

Ort

1. Teilnehmer/in

Funktion

E-Mail

2. Teilnehmer/in

Funktion

E-Mail

Rechnungsanschrift

Firma

Ansprechpartner

Funktion

Abteilung

Straße/Hausnummer

PLZ/Ort

Telefon/Telefax

E-Mail

Datum/Unterschrift