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. As an additional incentive, we present current AI-supported methods that help you organize work processes more efficiently, filter information more specifically, and make collaboration with managers even more effective.

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

Course ref.

F2008

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:30 - 16:00

Location & dates

Münster

19.11.2026 – 20.11.2026
15.03.2027 – 16.03.2027
21.06.2027 – 22.06.2027
18.11.2027 – 19.11.2027

Hamburg

04.03.2027 – 05.03.2027
26.07.2027 – 27.07.2027

Berlin

24.05.2027 – 25.05.2027

Frankfurt am Main

18.02.2027 – 19.02.2027
02.08.2027 – 03.08.2027

Stuttgart

28.01.2027 – 29.01.2027

Munich

21.06.2027 – 22.06.2027

Fee

1.200,00 € (ex. VAT)
1.428,00 € (inc. VAT)

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

secretaries who want to support for their boss.

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Mobilnummer

Veranstaltung | Seminarcode

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Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift