



إدارة المشاريع والمهام الاستراتيجية لمساعدى الإدارة التنفيذية: دليل محسن لتحسين الأداء

Duration: 5 Days

Language: ar

Course Code: MG1 - 120

Objective

:By the end of this course, participants will be able to

- Apply project management principles tailored to executive and administrative roles
- Prioritise and manage complex workloads using modern digital tools
- Coordinate cross-departmental projects and track progress efficiently
- Communicate effectively with executives and stakeholders for project alignment
- Develop performance dashboards and reporting templates for real-time updates
- Improve time, resource, and stakeholder management for optimal productivity

Audience

:This course is ideal for

- Executive Assistants, Personal Assistants, and Administrative Coordinators
- Office Managers and Project Support Officers
- Professionals responsible for executive scheduling, reporting, and project tracking
- EAs seeking to elevate their role from operational support to strategic partnership

Training Methodology

This interactive programme uses case studies, real-world simulations, and workflow optimisation exercises. Participants will engage in project planning scenarios, collaborative discussions, and practical sessions on using digital task management tools such as Trello, Asana, and Microsoft Planner

Summary

This advanced training programme is designed to transform Executive Assistants (EAs) into strategic project coordinators and decision-support professionals. As the modern business environment becomes more complex, EAs are expected to manage multiple projects, coordinate teams, and ensure timely delivery of organisational goals

The course equips participants with advanced project and task management tools, communication strategies, and prioritisation frameworks to handle high-level responsibilities with confidence. Through practical simulations and case-based learning, participants will learn to plan, execute, monitor, and report on tasks and projects while maintaining excellence in executive support

By the end of the course, Executive Assistants will master the ability to balance administrative precision with strategic initiative — becoming indispensable partners in organisational success

Course Content & Outline

Section 1: Redefining the Executive Assistant Role

- The evolution of the Executive Assistant: from administration to strategy
- Key competencies for modern EAs: organisation, initiative, and leadership
 - Understanding executive priorities and aligning your objectives
 - Building trust, confidentiality, and influence within the leadership team

Section 2: Foundations of Project and Task Management

- Introduction to project management fundamentals (scope, time, cost, quality)
- Project lifecycle: initiation, planning, execution, monitoring, and closure

- Distinguishing between projects, tasks, and workflows in EA operations
- Using SMART goals and OKRs to define project outcomes
- Common pitfalls in task management — and how to avoid them

Section 3: Tools and Techniques for Task Coordination

- Hands-on exploration of project and task management software (Trello, Asana, Monday.com)
- Time-blocking, Kanban boards, and Gantt charts for EAs
- Email and calendar integration for seamless coordination
- Managing recurring vs. one-off executive tasks effectively
- Tracking deliverables using KPIs and progress dashboards

Section 4: Communication, Reporting & Stakeholder Engagement

- Communicating project goals and updates to executives and teams
- Crafting executive summaries and progress reports
- Using templates for project status meetings and follow-ups
- Managing upward communication: presenting insights, not just information
- Conflict resolution and handling competing executive priorities

Section 5: Advanced Productivity and Strategic Alignment

- (Prioritisation models (Eisenhower Matrix, MoSCoW, and Pareto Principle)
- Balancing multiple executives or departments effectively
- Aligning EA-driven projects with corporate strategy
- Change management and adaptability under executive pressure
- Professional growth: transitioning from executor to strategic enabler

Certificate Description

Holistique Training عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من (e-Certificate) وبالنسبة للذين يحضرون ويكملون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية من Holistique Training.

وخدمة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training شهادات ISO 29993، ISO 21001 أو ISO 9001 كما أنها معتمدة وفق معايير (CPD) المستمر.

لهذه الدورة من خلال شهادتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر

واحدة عن كل ساعة CPD يتم منح نقطة CPD، ووفقاً لمعايير خدمة اعتماد Holistique Training التدريب من لأي دورة واحدة نقدمها حالياً CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة

Categories

الإدارة والسكرتارية, القيادة والإدارة

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