

Executive Assistant

Course Overview

This course will introduce students to executive assistants, including working with your manager, administrative soft skills, effective time management, meeting management, tools of the trade, being an effective gatekeeper, organizational skills, confidentiality guidelines, and special tasks.

<u>Module 01 - Getting Started</u>	1m
Getting Started	
<u>Module 02 - Working with Your Manager</u>	5m
Working with Your Manager	
Case Study	
<u>Module 03 - Administrative Soft Skills</u>	5m
Administrative Soft Skills	
Case Study	
<u>Module 04 - Effective Time Management</u>	5m
Effective Time Management	
Case Study	
<u>Module 05 - Meeting Management</u>	6m
Meeting Management	
Case Study	
<u>Module 06 - Tools of the Trade (I)</u>	6m
Tools of the Trade (I)	
Case Study	
<u>Module 07 - Tools of the Trade (II)</u>	4m
Tools of the Trade (II)	
Case Study	
<u>Module 08 - Being an Effective Gatekeeper</u>	5m
Being an Effective Gatekeeper	
Case Study	
<u>Module 09 - Organizational Skills</u>	5m
Organizational Skills	
Case Study	

Module 10 - Confidentiality Guidelines

5m

Confidentiality Guidelines

Case Study

Module 11 - Special Tasks

5m

Special Tasks

Case Study

Total Duration: 52m