



### **Executive Program for Corporate Secretaries and Administrative Heads**

April 22 - 26, 2024, 1<sup>st</sup> Run: Lagos & Port Harcourt

October 14 – 18, 2024, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

**Available for In-plant Training**

**500 U\$D for foreign  
Participants**

#### **Program Overview:**

Corporate Secretaries / Administrative heads functions have become one of the most demanding careers and a tough profession. Their roles are now more diverse than ever as they find themselves now working with the boss rather than for the boss. They now must make top management decisions that not only affect the boss, but the entire organization, this position them as leaders. To lead effectively, they must be aware of the needs of the organization and have an eye on the future. They must possess top management skills and learn modern concepts and strategies in order to assume responsibilities of leadership with a high degree of professionalism.

This course is designed for the Executive Secretaries and Administrative heads to perfect the skills needed to take their careers to the next level of leadership excellence.

#### **For Whom:**

This program is designed for senior executive secretaries, senior executive assistant, senior personal secretaries, and office managers in both public and private sector of the economy, who want to achieve executive management excellence through professional expertise.

#### **Learning objectives:**

At the end of this program, participants will be able to:

- have a new perspective on the modern executive secretary's role;
- explain their role within the management team;
- communicate effectively to influence management decisions;
- develop good business writing skills;
- acquire skills for effective presentation;
- use emotional intelligence in dealing with self and others; and
- set priorities and thrive under pressure.

#### **Course outline:**

##### **Day 1: Perspectives on the Modern Executive Secretaries and Administrative Heads Roles**

- Knowing your objectives as an executive secretary
- Creating added value in your role
- Understanding your team
- **Understanding your role within the Management Team**
- Working with your boss's work style
- Fitting in with the management team culture
- **Dealing with multiple bosses**

##### **Day 2: Communicating Effectively to Influence Management**

- Being an assertive assistant
  - Assertiveness and being taken seriously
- Presenting your ideas to management
  - Deciding on your core message
  - Designing the presentation
  - Delivering the presentation
- **Effective techniques for influencing others**
- You and Your Personal Brand
  - Business Etiquette
- Identifying and developing your personal brand
- **Developing Effective business writing skills**
  - The use of language
  - Business terminology
  - Formality
  - Structure

**Day 3: Leading Self and Other in an Emotionally Intelligent Way**

- Enhancing self-awareness,
- Empathy: Social awareness,
- **Delegating tasks and responsibilities,**
- Influencing and inspiring people,
  - Identifying personality disorders
- Managing difficult behaviour & poor performance

**Building an Emotionally Intelligent Team**

- Building trusting relationships
- Communicating for Successful Leadership

**Day 4: Financial Mastery**

- Financial management skills for executive secretaries & Administrative Heads
  - The 5 golden rules to business success
- **Budgeting and Budgeting Process**
  - Why do we Budget? The benefits & limitations of budgets
  - The key features of budgets
  - Basic budget forecasting techniques
- **How to prepare a departmental budget?**
  - The role of finance and accounting in the organization's success

**Day 5: Work and Life Balance, Stress & Management**

- **Creating a clear vision, purpose and mission for your life**
  - Setting achievable goals, Balancing life and work
- **Self and Stress Management**
  - Roots causes and cures of stress
  - Mind / Body connection – *flight and fight response*
  - Self – Care – *self-assessment and strategies*
- **Basic Time and Task Management skills and techniques**
  - Time Perspective Inventory: How we use time
    - Deciding what to keep, what to eliminate, what to delegate
  - The habits of highly effective people
    - Scheduling your work to achieve work life balance

**LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N250, 000**

In-plant Fee Negotiable

**WORKSHOP FEE:**

**N250, 000 per participant, VAT –N18, 750**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

**24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, & 234-9112830607**

**Training Methodology:** Lectures, discussions, exercises, and case studies will be used to reinforce these teachings/learning methods.