



Executive Program for Corporate Secretaries and Administrative Heads

March 23 - 27, 2026

Venue: Premier Inn London Stratford hotel
9, International Square, Westfield Stratford City,
Mountfitchet Rd, London E20 1EE

Course Fee: \$5,500 per Participant

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:

- demonstrate improved awareness of the importance of inter-functional and inter-personal relations for organizational effectiveness;
- integrate individual and organizational objectives for organizational growth;
- recognizes major organizational problems, classify them and prioritize them for solution;
- discuss methods of effective decision-making under various circumstances; and
- design structures and systems required for effective organizational performance.

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**

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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- 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

This course package includes: Course material in soft copy, Tea break, Lunch, City tour, and certificate of attendance.

A Core 1.5 laptop with the soft copy of the course material loaded with a carrying bag will be presented to the participants at the end of the course.

Note: Payment is either USD or the prevailing parallel market rate. We do not accept government official rate.

Training Methodology

- **Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods

For bookings and inquiries, call: +234-8051365946, +234-7087578814 (Office Lines)
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