Elevora
Global Training

COURSE BROCHURE

Executive Assistant and Office Management

Communication & Personal Effectiveness

Most demanded

Code	Duration	Formats	Language	Certificate
CS-104	5 or 10 days	Classroom, live online, in-house, blended	English or Arabic	Certificate of completion

A practical communication and personal effectiveness course covering the modern executive assistant, office management and diary and time management. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

About this course

Executive Assistant and Office Management gives delegates a structured, practical understanding of the modern executive assistant and office management, then builds the skills to apply diary and time management, professional communication and organising meetings and events in real work. Sessions are led by practitioners with at least 15 years in the field.

What you will learn

- The modern executive assistant
- Office management
- Diary and time management
- Professional communication
- Organising meetings and events

Who should attend

Professionals in any role who want to communicate, serve customers and work more effectively.

5-day course outline

Day 1	**The modern executive assistant**	Concepts, standards and terminology, with a diagnostic exercise to baseline the group.
Day 2	**Office management**	Methods and tools explained step by step, with worked examples from real operations.
Day 3	**Diary and time management**	Hands-on practice in small groups using realistic data, cases and templates.
Day 4	**Professional communication**	Case studies of successes and failures, and how to apply the lessons in your organisation.
Day 5	**Organising meetings and events**	Integration exercise, final knowledge check and a personal action plan.

10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

Day 6	**Applied workshop: The modern executive assistant** — Deeper practice with your own data or site examples.
Day 7	**Applied workshop: Office management and diary and time management** — Group exercises that combine methods from week one.
Day 8	**Field case study: Professional communication** — A detailed industry case worked through from start to finish.
Day 9	**Advanced practice: Organising meetings and events** — Tools, templates and checklists to take back to work.
Day 10	**Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment.

Upcoming classroom dates

More dates, cities and live online sessions on request.

Dates	City	Length	Fee per delegate
9 Nov 2026 to 20 Nov 2026	Kuala Lumpur	10 days	**$4,450**
14 Dec 2026 to 18 Dec 2026	Kuala Lumpur	5 days	**$2,450**
3 Jan 2027 to 7 Jan 2027	Cairo	5 days	**$2,450**
7 Feb 2027 to 18 Feb 2027	Riyadh	10 days	**$4,450**
1 Mar 2027 to 5 Mar 2027	Barcelona	5 days	**$3,450**

Fees per delegate (2026 to 2027)

Format	5 days	10 days
Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur	**$2,450**	**$4,450**
Classroom: London, Europe, Singapore	**$3,450**	**$6,250**
Live online	**$1,450**	**$2,650**
In-house, group of up to 15	**From $12,900**	**From $23,500**

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

Register or request an in-house proposal

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