



Australian
Institute of
Management

CDU Short Courses

PROFESSIONAL SKILLS FOR EXECUTIVE ASSISTANTS

A 2 day course developed by the Australian Institute of Management and facilitated by Charles Darwin University.

This course explores the strategic skills of communication, influence and priority management required to undertake the challenging yet underestimated role of executive support. It focuses on the professional skills and career development of Executive Assistants who form such an important part of the senior management team.

THIS COURSE IS RIGHT FOR YOU:

If you are an assistant to a senior manager or executive and are looking to develop your skills in supporting the management team.

YOUR EMPLOYER WILL BENEFIT BECAUSE:

You will contribute to the strategic success of the organisation through your own actions and by supporting the actions of other senior stakeholders.

LEARNING OUTCOMES:

- Adopt the skills and attributes of a top performing EA
- Support the work of others while maintaining personal satisfaction
- Negotiate different work and learning styles
- Analyse organisational information flows and information inhibitors
- Listen, question, be assertive and influence
- Clarify career goals and develop a career and networking plan

FOR MORE INFORMATION CONTACT

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