



Executive Assistant & Office Management

Administration, Communication & Customer Service

QGT-ADM-101 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Executive Assistant & Office Management is an introduction that builds a solid working knowledge in Executive Assistant & Office Management. It covers the principles, the requirements of international service and communication best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Executive Assistant & Office Management
- Apply the relevant requirements of international service and communication best practice
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Executive Assistant & Office Management fits into daily operations

Day 2: Codes, standards and requirements

What international service and communication best practice require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
29 Mar – 2 Apr 2027	Rome	Classroom	5 days	\$5,500
12–23 Jul 2027	Vienna	Classroom	10 days	\$9,900
19–23 Jul 2027	Budapest	Classroom	5 days	\$5,500
11–22 Oct 2027	Accra	Classroom	10 days	\$9,900
25–29 Oct 2027	Online (live)	Online (live)	5 days	\$3,000
31 Jan – 4 Feb 2028	Milan	Classroom	5 days	\$5,500
12–23 Jun 2028	Singapore	Classroom	10 days	\$9,900
24–28 Jul 2028	Istanbul	Classroom	5 days	\$5,500
14–25 Aug 2028	Paris	Classroom	10 days	\$9,900
11–15 Sep 2028	Online (live)	Online (live)	5 days	\$3,000
9–13 Apr 2029	Baku	Classroom	5 days	\$5,500
21 May – 1 Jun 2029	London	Classroom	10 days	\$9,900
11–15 Jun 2029	Casablanca	Classroom	5 days	\$5,500
5–16 Aug 2029	Doha	Classroom	10 days	\$9,900
29 Oct – 2 Nov 2029	Online (live)	Online (live)	5 days	\$3,000
18–22 Feb 2030	Nairobi	Classroom	5 days	\$5,500
10–21 Jun 2030	Cape Town	Classroom	10 days	\$9,900
29 Jul – 2 Aug 2030	Madrid	Classroom	5 days	\$5,500
10–21 Nov 2030	Al Khobar	Classroom	10 days	\$9,900
18–22 Nov 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/executive-assistant-and-office-management/>

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