

16TH TRAINING PROGRAMME ON

Behavioural Skills For Executive Assistants/ Secretaries

25th & 26th September 2025 (Thursday & Friday), New Delhi

Executive Assistants / Secretaries, Office Secretaries, Administrative Professionals and Executive PAs need to work in the highly demanding and challenging work environment. More than basic office management, their role includes a greater insight into how an organisation runs at a senior level. They are frequently required to supervise others and take charge of challenging tasks. They communicate across levels within the organisation including top management, external clients, vendors and senior professionals. Frequently, they act as a vital link between the top executive and various departments.

PROGRAMME OBJECTIVES

To be more effective and efficient, apart from business skills, there are certain behavioral skills required by Executive Assistants, Office Secretaries, Administrative Professionals and Executive PAs. These skills make them more proactive and enhance their contribution to the organisation. The training will provide an opportunity to review and develop the interpersonal and behavioural skills of the participants and maximise their effectiveness. This training has evolved over the years, incorporating inputs from our participants of earlier trainings.

PROGRAMME BENEFITS

This intensive training program is meticulously designed to empower the participants with the essential interpersonal and behavioural skills needed to excel at a senior level, enhance proactive approach, and significantly boost their contribution to the organization.

The training programme offers the following learning benefits:

- **Become More Proactive:** Anticipate needs and take initiative, moving beyond reactive responses.
- **Handle Work Stress and Conflicting Situations:** Develop robust coping mechanisms and conflict resolution skills.
- **Identify Ways to Expand Your Managerial Skills:** Discover opportunities to take on more leadership responsibilities.
- **Have More Control Over Your Time and Work Output:** Implement effective time management and productivity techniques.
- **Use Communication as a Tool to Achieve Results:** Leverage communication to influence outcomes and build rapport.
- **Build Effective Working Relationships:** Foster strong, collaborative connections with colleagues and external partners.
- **Develop Skills to Manage Organization's Image:** Understand your role in representing and enhancing your organization's reputation.
- **Self-Development:** Cultivate a mindset of continuous learning and personal growth.

PROGRAMME CONTENT

The training programme will offer skills required working at a senior level:



REGISTRATION DETAILS

Participation Fee (Non-Residential): Rs. 22,500/- + 18% GST per participant

Special Discounts:

- 10% discount for AIMA Members.
- 10% discount for AIMA Vice Chancellors Council Members.
- 10% discount for 2 participants or more from the same organization.

Important Notes:

- Pre-registration and pre-payment are **MUST** for participation, as seats are limited.
- Participation is on a first-come, first-served basis.
- Delegate fee is non-refundable
- Changes in nominations are acceptable.

400+ Executive Assistants and Secretaries from over 200 organizations have experienced enhanced effectiveness through our training

Contact for Registration

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