

17th Training Programme on Behavioural Skills For Executive Assistants/ Secretaries

17th – 18th September, 2026
(Thursday & Friday)
New Delhi

EXECUTIVE ASSISTANTS SKILLS



ORGANIZATION



EMOTIONAL
INTELLIGENCE



COMMUNICATION



TIME
MANAGEMENT



PROBLEM-SOLVING



PROACTIVITY

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 behavioural 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

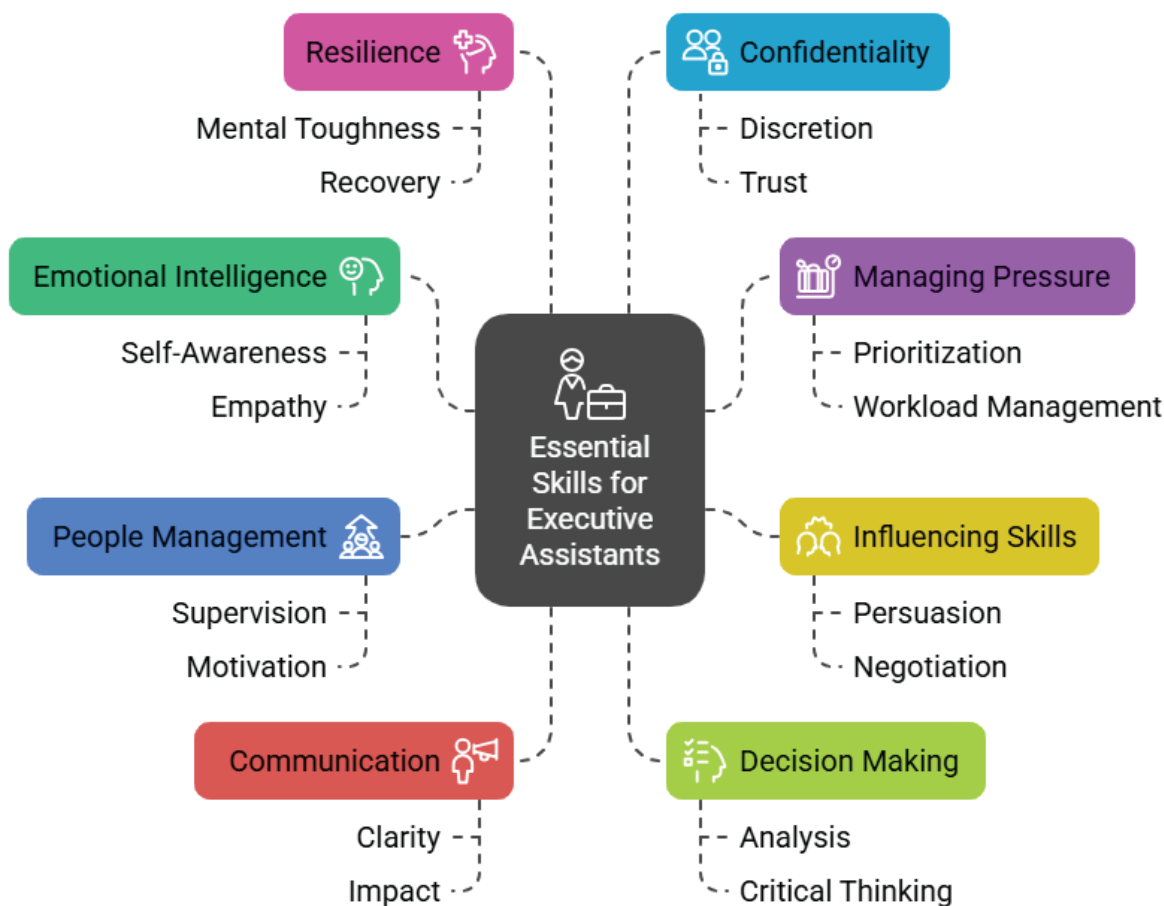
This intensive training programme is meticulously designed to empower the participants with the essential interpersonal and behavioural skills needed to excel at a senior level, enhance proactive approach, and significantly boost their contribution to the organisation.

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 and identify ways to expand your managerial skills
- Have More Control Over Your Time and Work Output
- Leverage communication to influence outcomes and build rapport.
- Build Effective collaborative connections with colleagues and external partners.
- Develop Skills to Manage Organisation's Image and 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. 32500/- + 18% GST per participant

SPECIAL DISCOUNTS

- 10% discount for AIMA Members & AIMA Vice Chancellors Council Members.
- Special discounted fee of Rs.25500/- for 3 or more participants from the same organisation

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, although changes in nominations are acceptable.

Contact to register:

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