



## EXECUTIVE ASSISTANT



<b>Dates:</b>	3, 10, 17, 24, 31 August 2018 18, 25 January 2019 1, 8 February 2019
<b>Duration:</b>	24 hours (4 days)
<b>Hours:</b>	9-12 am / 1-4 pm
<b>Venue:</b>	CCI France Myanmar
<b>Trainer:</b>	Mrs. Ania Muchnicka
<b>Language:</b>	English
<b>Rate:</b>	\$250/Members \$350/Non-members

### WHO SHOULD ATTEND?

Everyone supporting top management in a company and looking to become a trustworthy right-hand employee for their managers.

It will result in a better synergy between executive assistants and their managers by strengthening the executive assistants' understanding of their daily task, managers expectations,... Moreover the whole training will be highly integrated in an intercultural environment with workshops, to bring mutual understanding.

### OBJECTIVES

- Practicing effective formal writing skills
- Acquiring organizational and communication skills
- Practicing intercultural communication at work
- Using problem solving techniques
- Resolve cross-cultural misunderstandings at work

### DETAILED CURRICULUM

#### Module 1 — Communication in multinational corporations

- Face-to-face, phone and written communication
- Training in problem solving methods

#### Module 2 — Effective corporate written communication

- Writing formal emails and letters
- Writing formal notes & minutes of meeting

#### Module 3 — Effective note-taking and event planning

- Techniques of event planning
- Practicing taking notes at a meeting

#### Module 4 — Time management

- How to organize your tasks and prioritization
- Setting an agenda

#### Module 5 — Working in multicultural environment

- Business etiquette - Western vs. Myanmar
- How to read body language?