

Strategic Project and Task Management for Executive Assistants

Duration: 5 Days

Language: en

Course Code: MG1 - 120

Objective

By the end of this course, participants will be able to:

- Apply project management principles tailored to executive and administrative roles.
- Prioritise and manage complex workloads using modern digital tools.
- Coordinate cross-departmental projects and track progress efficiently.
- Communicate effectively with executives and stakeholders for project alignment.
- Develop performance dashboards and reporting templates for real-time updates.
- Improve time, resource, and stakeholder management for optimal productivity.

Audience

This course is ideal for:

- Executive Assistants, Personal Assistants, and Administrative Coordinators.
- Office Managers and Project Support Officers.
- Professionals responsible for executive scheduling, reporting, and project tracking.
- EAs seeking to elevate their role from operational support to strategic partnership.

Training Methodology

This interactive programme uses case studies, real-world simulations, and workflow optimisation exercises. Participants will engage in project planning scenarios, collaborative discussions, and practical sessions on using digital task management tools such as Trello, Asana, and Microsoft Planner.

Summary

This advanced training programme is designed to transform Executive Assistants (EAs) into strategic project coordinators and decision-support professionals. As the modern business environment becomes more complex, EAs are expected to manage multiple projects, coordinate teams, and ensure timely delivery of organisational goals.

The course equips participants with advanced project and task management tools, communication strategies, and prioritisation frameworks to handle high-level responsibilities with confidence. Through practical simulations and case-based learning, participants will learn to plan, execute, monitor, and report on tasks and projects while maintaining excellence in executive support.

By the end of the course, Executive Assistants will master the ability to balance administrative precision with strategic initiative — becoming indispensable partners in organisational success.

Course Content & Outline

Section 1: Redefining the Executive Assistant Role

- The evolution of the Executive Assistant: from administration to strategy.
- Key competencies for modern EAs: organisation, initiative, and leadership.
- Understanding executive priorities and aligning your objectives.
- Building trust, confidentiality, and influence within the leadership team.

Section 2: Foundations of Project and Task Management

- Introduction to project management fundamentals (scope, time, cost, quality).
- Project lifecycle: initiation, planning, execution, monitoring, and closure.
- Distinguishing between projects, tasks, and workflows in EA operations.
- Using SMART goals and OKRs to define project outcomes.
- Common pitfalls in task management — and how to avoid them.

Section 3: Tools and Techniques for Task Coordination

- Hands-on exploration of project and task management software (Trello, Asana, Monday.com).
- Time-blocking, Kanban boards, and Gantt charts for EAs.
- Email and calendar integration for seamless coordination.
- Managing recurring vs. one-off executive tasks effectively.
- Tracking deliverables using KPIs and progress dashboards.

Section 4: Communication, Reporting & Stakeholder Engagement

- Communicating project goals and updates to executives and teams.
- Crafting executive summaries and progress reports.
- Using templates for project status meetings and follow-ups.

- Managing upward communication: presenting insights, not just information.
- Conflict resolution and handling competing executive priorities.

Section 5: Advanced Productivity and Strategic Alignment

- Prioritisation models (Eisenhower Matrix, MoSCoW, and Pareto Principle).
- Balancing multiple executives or departments effectively.
- Aligning EA-driven projects with corporate strategy.
- Change management and adaptability under executive pressure.
- Professional growth: transitioning from executor to strategic enabler.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Administration & Secretarial, Management & Leadership

Tags

Project management, time management, Executive Assistants

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