

AI Tools for Executive Assistants

Duration: 5 Days

Language: en

Course Code: MG1 - 124

Objective

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

- Use AI tools to streamline communication, scheduling, and task management.
- Automate repetitive administrative workflows using AI and low-code tools.
- Apply AI to document creation, email writing, summarising, and reporting.
- Use AI for research, meeting preparation, and decision-support tasks.
- Integrate AI tools into multi-platform workflows for maximum productivity.

Audience

Ideal for:

- Executive Assistants and Personal Assistants.
- Office Managers and Administrative Specialists.
- Project Coordinators and Executive Support Staff.
- EAs transitioning toward strategic, tech-enabled roles.

Training Methodology

The programme uses tool demonstrations, practical exercises, workflow-building labs, and scenario simulations. Participants will work with real AI platforms such as ChatGPT, Notion AI, Microsoft 365 Copilot, Google Workspace AI, and automation tools like Zapier.

Summary

This modern, high-impact training programme equips Executive Assistants with the AI skills and tools needed to excel in fast-paced executive environments. As technology reshapes administrative work, EAs are expected to manage workflows smarter, automate tasks, analyse information quickly, and support executives with enhanced efficiency.

Participants will learn how to use leading AI platforms for communication, scheduling, task management, research, document creation, project tracking, and decision support. Through hands-on demonstrations and practical scenarios, EAs will discover how AI transforms their role from administrative support into strategic operational partners.

The course focuses on practical, real-world applications—ensuring participants can apply AI immediately to their daily tasks and elevate their performance to executive-level excellence.

Course Content & Outline

Section 1: The AI-Enabled Executive Assistant

- Understanding how AI transforms the EA role
- AI fundamentals: prompting, automation, and decision support
- Mapping executive workflows and identifying automation opportunities
- Ethical use of AI, confidentiality, and data protection

Section 2: AI for Communication & Correspondence

- Writing professional emails using AI (tone, speed, clarity)
- AI for summarising long emails, reports, and articles
- Generating meeting minutes, action points, and briefings
- Voice-to-text and smart transcription tools (Otter, Fireflies, AssemblyAI)

Section 3: AI for Task, Calendar & Workflow Management

- Using AI to manage calendars, reminders, and priorities
- Smart scheduling tools (Clockwise, Motion, Reclaim AI)
- AI-driven to-do lists and executive dashboards (Notion AI, ClickUp AI)
- Automating repetitive workflows using Zapier, Make, and MS Power Automate

Section 4: AI for Document Creation, Presentation & Reporting

- Drafting reports, proposals, and executive summaries with AI
- Building presentations faster using AI tools (Beautiful.ai, Tome, Canva AI)
- Creating templates for SOPs, agendas, communications, and briefs
- Converting raw information into clear, polished documents

Section 5: AI for Research, Insights & Decision Support

- Using AI for market research, competitor analysis, and rapid information gathering
- Tools for data visualisation and KPI dashboards
- Preparing executives with AI-powered briefing notes
- Using AI to analyse options, identify risks, and present recommendations

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

AI, Data and Visualisation, Administration & Secretarial, Management & Leadership

Tags

Executive Assistants, Executives, AI tools

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