

Program

6 - 8 December **行政助理培训**
9:00am – 5:00pm **Executive Assistant**

At the advanced levels, executive assistants, who support senior management, need to be professional, discreet and well aware of the company's environment, maintain and improve an efficient organization and show constant initiative. These and many more skills are required of them. In short, executive assistants have to be able to multitask.

This course proposes methods for handling and enhances an always much needed job. Seize your chance and improve your knowledge and skills!

Teaching approach

The training is based on a practical approach with tools and tips, individual exercises and realistic group case studies. It will be shown how to organize a company event, gather and dispatch useful information, write a newsletter, deal with urgent and contractor actions, give an oral presentation of the company business and so forth.

Benefits

Upon completion of this training, the participants will have gained the necessary knowledge to:

- Clarify their position within the company
- Apprehend their company's environment in a better way
- Increase their contribution to the team
- Understand and meet the expectations of their Western managers
- Enhance their written and verbal communication
- Improve their time management and organization skills
- Develop new tools to achieve their goals

Who should attend?

This training is meant for assistants who wish to enhance their job, executive assistants of senior management, assistants in communication or marketing department and office managers.

Trainer



Bathilde Delafuys

Bathilde is a free-lance trainer specialized in corporate administration and organization skills and corporate communication. She has 10 years work experiences as general manager executive assistant and operation manager with a wide range of administration, communication, customer service, and team management responsibilities. She has gathered her experiences in the telecom industry, tourism industry, retail industry and institutional organizations.

Venue CCIF Shanghai
2/F, Mayfair Tower, 83 Fu Min Road, Jing An District
中法工商会, 富民路 83 号巨富大厦 2 楼
Tel: +86 (0) 21 61 32 71 00

Time Tuesday until Thursday, 6 - 8 December 2011
9:00am – 5:00pm

Language English

Prices* Members: RMB 4990/per person
Non members: RMB 5490/ per person

**Lectures, course materials, breakfasts and lunch for the first day are included.*

Registration Please download the [Registration Form](#) and send the completed form by email to m.kim@sha.swisscham.org by **Tuesday, 29th November 2011, 6:00pm.**
Limited number of participants!

Contact Manuela Kim
Marketing Assistant
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Program outline **Your position in the company: work "with" your manager**

- Your role as an executive assistant
- Skills and quality needed
- Know the pulse of your department/ your company
- How to enhance your job

Time and task management

- Strategically direct the flow of information
- Increase your contribution to the team with increased efficiency
- Schedule and organize an event

Communication management

- Verbal communication
- Business writing

Study case

- 60 minutes presentation/ 30 minutes presentation
- Half day test