



Executive Assistant & Office Management: Practical Workshop

Administration, Communication & Customer Service

QGT-ADM-137 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Executive Assistant & Office Management: Practical Workshop is a hands-on workshop built around exercises and real site problems in Executive Assistant & Office Management. It covers the principles, the requirements of international service and communication best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Executive Assistant & Office Management
- Apply the relevant requirements of international service and communication best practice
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Executive Assistant & Office Management scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
15–19 Feb 2027	Abu Dhabi	Classroom	5 days	\$5,500
22 Feb – 5 Mar 2027	Sharjah	Classroom	10 days	\$9,900
28 Mar – 1 Apr 2027	Sharm El Sheikh	Classroom	5 days	\$5,500
27 Sep – 8 Oct 2027	Geneva	Classroom	10 days	\$9,900
4–8 Oct 2027	Online (live)	Online (live)	5 days	\$3,000
10–14 Jan 2028	Athens	Classroom	5 days	\$5,500
5–16 Mar 2028	Cairo	Classroom	10 days	\$9,900
12–16 Mar 2028	Muscat	Classroom	5 days	\$5,500
15–26 May 2028	Stockholm	Classroom	10 days	\$9,900
11–15 Sep 2028	Online (live)	Online (live)	5 days	\$3,000
8–12 Jan 2029	Geneva	Classroom	5 days	\$5,500
12–23 Feb 2029	Vienna	Classroom	10 days	\$9,900
16–20 Apr 2029	Dubai	Classroom	5 days	\$5,500
27 Aug – 7 Sep 2029	Frankfurt	Classroom	10 days	\$9,900
17–21 Sep 2029	Online (live)	Online (live)	5 days	\$3,000
27–31 Jan 2030	Cairo	Classroom	5 days	\$5,500
3–14 Feb 2030	Sharm El Sheikh	Classroom	10 days	\$9,900
18–22 Feb 2030	Brussels	Classroom	5 days	\$5,500
24 Mar – 4 Apr 2030	Muscat	Classroom	10 days	\$9,900
25–29 Nov 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/executive-assistant-and-office-management-practical-worksheets>

WhatsApp: +971 50 697 0908

Email: training@qimmatrainig.com

