

Certified Professional Executive Secretary (CPES)

The Certified Professional Executive Secretary (CPES) program is meticulously crafted to equip individuals with a comprehensive skill set and profound knowledge necessary to excel in the pivotal role of executive support. By immersing participants in a curriculum that covers executive support fundamentals, efficient operations, technology integration, professional growth, and adaptability, this program ensures that graduates are well-prepared to thrive in the dynamic and demanding world of executive assistance.

Certification Program Objectives:

Upon completing the Certified Professional Executive Secretary (CPES) program, participants will be able to:

- **Grasp the fundamentals of executive support:** Understand the core principles and best practices that underpin effective executive support, enabling you to provide comprehensive assistance and streamline operations.
- **Facilitate efficient operations and communication:** Develop techniques to optimize office operations, streamline communication channels, and ensure that executives are supported seamlessly in their day-to-day tasks.
- **Harness technology in the modern office:** Embrace technology tools and systems that are integral to efficient executive support. Learn to leverage software, digital platforms, and communication tools to enhance productivity.
- **Foster professional growth and adaptability:** Cultivate a growth mindset and adaptability to stay ahead in the rapidly changing landscape of executive support. Develop strategies for continuous improvement and expansion of your skill set.

Certification Eligibility Criteria:

To apply for certification from IBS International Board of Standards ® - GAFM Global Academy of Finance and Management ® and its allied institutions, candidates must meet at least one of the following criteria:

- A bachelor's degree from a recognized institution and/or
- 2 to 5 years of relevant work experience in the related professional field.

Note: Applicants who do not hold a bachelor's degree but possess exceptional professional experience and hold significant positions within their organizations in a relevant field may also be considered for certification on a case-by-case basis, subject to the approval of the GAFM and PALGNET evaluation committees.

Certifying Examination:

- To be certified as CPES, student should take up an online exam conducted by GAFM.
- The qualifying exam would consist of 50 multiple choice questions, testing core certification modules.

- Professionals with relevant experience and other qualifying criteria may be exempted from the examination.

Certification Modules:

- Module 1: Administrative Skills and Techniques
- Module 2: Time Management and Prioritization
- Module 3: Communication and Interpersonal Skills
- Module 4: Office Technology and Software Applications
- Module 5: Meeting and Event Coordination
- Module 6: Professionalism and Ethics in Executive Support

*The Certification Title and its modules are regularly reviewed, updated and may change in alignment with evolving industry needs and regulatory standards.

Who Should Do This Certification:

The Certified Professional Executive Secretary (CPES) certification is tailor-made for professionals who aspire to excel in the critical role of executive support. This certification holds significant value for a diverse range of individuals, including:

- **Executive Assistants:** Those dedicated to enhancing their skills in providing comprehensive support to executives, optimizing office operations, and facilitating seamless communication.
- **Administrative Professionals:** Individuals looking to refine their proficiency in executive support functions, contributing to efficient office management and enhancing organizational productivity.
- **Office Managers:** Those overseeing daily operations in office environments who aim to enhance their capabilities in providing strategic support to top-level executives.
- **Personal Assistants:** Professionals keen on mastering the art of supporting high-level executives, enhancing their communication skills, and embracing technology to optimize their role.
- **Secretarial Professionals:** Individuals who recognize the evolving landscape of executive support and want to equip themselves with the skills required to excel in modern office environments.
- **Aspiring Executive Secretaries:** Those on the path to becoming accomplished executive secretaries, seeking to gain a solid foundation in executive support principles, efficient communication, technology utilization, and personal growth.

Evaluate your current skills, professional trajectory, and aspirations to determine if the CPES certification aligns seamlessly with your goals for success in the crucial domain of executive support.

Program Features:

- **Format:** Live virtual or in-person delivery
- **Duration:** 5 days, 8 hours/day (40 hours total)
- **Materials:** Manuals, Toolkits, Templates, Case Studies

Prices Include:

- Training Materials

- Lunch and Refreshments during Training
- Examination Fee
- Access to Learning Resources
- ½ Day Tour to Tourist Attraction Sites
- Airport Pickup and Drop off for International
- Delegates

Prices Exclude:

- Dinner and Accommodation
- VAT