

## Digital Efficiency for Administrative and Executive Support Excellence (DTAESP)

Become a game-changing executive support professional in the digital age

### Introduction

**Keeping pace with technological advancements is not just about staying relevant, but about enhancing efficiency and assuming strategic roles within the organization.**

Regular training in digital skills promotes adaptability and resilience, making you an indispensable asset in any evolving workplace environment. Our course, Digital Efficiency for Administrative and Executive Support Excellence, is designed to enable executive assistants and administrative professionals to advance their tech skills, enhance their time management practices, and become digital explorers.

### What Sets This Course Apart?

#### Training for Executive Assistants + Administrative Professionals

- **Learning with Digital Experts:** Digital transformation thought leaders and professional experts with more than 15 years in the tech space will take you through this course.
- **Tailor-Made Courses:** Curriculum curated for modern administrative and executive support professionals, combining fun, practicality, and relevance.
- **Instant TQ\* Assessment:** Understand your Technological Quotient with our Quotient Assessment Tool.
- **Consistent Guidance:** Benefit from the same expert trainers throughout the course for a consistent teaching style and personalized learning.
- **Beyond Tips:** Transform into a confident 'Digital Explorer' with examples that resonate and improve digital expertise.
- **Surprises that Impress:** Experience 'WOW' moments in a journey to expand your digital expertise.

### Course Overview

#### Session Overviews + What You Will Learn

- **Get Control of Email and Outlook:** Manage e-communication and Outlook calendars efficiently.
- **Get Control of Excel:** Enhance skills in Excel with advanced features and formulas.
- **Get Control of Microsoft Teams:** Operate Microsoft Teams proficiently with tech skills.
- **Get Control of AI:** Master cutting-edge AI technologies, like ChatGPT, Gemini, and Microsoft Co-Pilot.
- **Get Organized: Bring Order to Your Digital Office:** Organize digital files, tasks, links, documents, emails, and more.

- **Get Control of Your Smartphone and Outlook App:** Manage email, tasks, and meetings effectively on your smartphone.
- **Add-On Course: Get Control: of Microsoft OneNote App** (optional online module): Organize and manage notes using Microsoft OneNote

### **Who Should Attend?**

All executive level assistants, secretaries, office managers, virtual team, administrative, management and executive support professionals and all professionals that wish to become proficient in tech.

### **Why Invest in your Administrative and Executive Support Professionals?**

#### **Empowering Your Team for Organizational Success**

Investing in the 'Digital Efficiency for Administrative and Executive Support Excellence' course for your administrative, management and executive support professionals is not just an investment in their personal development; it's a strategic decision that benefits your leadership, the assistant, and the entire organization.

#### **For the Admin Professional or Executive Assistant**

- **Skill Enhancement:** Equip your Admin Professional or Executive Assistant with advanced digital skills, making them more efficient and effective in their role.
- **Confidence and Morale Boost:** Training opportunities demonstrate your trust and commitment to their growth, leading to increased job satisfaction and loyalty.
- **Adaptability:** As they learn to navigate new technologies, assistants become more adaptable, ready to handle future challenges and changes in the workplace.

#### **For the Leader**

- **Increased Productivity:** A well-trained executive support professionals means streamlined workflows, better time management, and more efficient handling of tasks.
- **Strategic Support:** Executive Support Professionals with advanced digital skills can take on more complex tasks, allowing leaders to focus on strategic decision-making.
- **Enhanced Communication:** Improved digital communication skills lead to clearer, more effective exchanges between you and your executive support assistant.

#### **For the Organization**

- **Cultural Transformation:** Investing in employee development fosters a culture of continuous learning and innovation.
- **Operational Efficiency:** Skilled administrative, management and executive support professionals contribute to smoother operations, better project management, and reduced errors.

- **Future-Readiness:** As the business landscape evolves, having a team proficient in the latest digital tools ensures your organization stay competitive and agile.

#### **Prices Include:**

- Training Materials
- Access to 6 Sessions
- TQ Assessment
- Files for Hands-on Learning
- Certificate of Completion
- Lunch and Refreshments during Training
- Delegate Tablet
- International Delegates: Airport Pickup and Drop Off May be Arranged

#### **Prices Exclude:**

- VAT
- Dinner and Accommodation.

#### **In Conclusion**

Investing in your assistant's development through the 'Digital Efficiency for Administrative and Executive Support Excellence' course is a forward-thinking move. It's about building a resilient, skilled team that drives your organization's success in an increasingly digital world.

#### **Registration + Process**

Ready to enhance your digital skills? Enroll in Digital Efficiency for Administrative and Executive Support Excellence Course today and stay ahead in the fast-paced world of administration, management and executive support.