Garnet
Garnet Global Training Center

GGT-AL-120

Administration, Legal & Public Sector

Executive Assistant Masterclass

برنامج متقدم للمساعد التنفيذي

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Advanced**

Overview

This advanced course goes beyond the basics of Executive Assistant Masterclass, concentrating on difficult cases, specialist techniques and expert judgement. Programs for government entities, legal departments and the offices that keep organisations running. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Handle complex and non-routine cases in Executive Assistant Masterclass.
- Analyse failures and turn lessons into better standards.
- Coach and mentor less experienced colleagues.
- Benchmark your practice against international leaders.
- Lead specialist projects from scope to close-out.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. Participants should already have solid working experience in the field.

Key topics

- Regulatory and legal frameworks
- Drafting and documentation
- Service design and performance
- Compliance and controls
- Communication and protocol
- Digital government practices

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

WhatsApp: +971 56 674 7382

Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Advanced principles of Executive Assistant Masterclass

- Compliance and controls
- Group discussion and peer review

Day 2 Specialist techniques

- Communication and protocol
- Digital government practices

Day 3 Complex cases and failure analysis

- Regulatory and legal frameworks
- Measurement and reporting

Day 4 Expert review and benchmarking

- Drafting and documentation
- Hands-on workshop on a workplace challenge

Day 5 Advanced workshop and assessment

- Service design and performance
- Common mistakes and how to avoid them

10-day outline

Day 1 Advanced principles of Executive Assistant Masterclass

- Compliance and controls
- Group discussion and peer review

Day 2 Specialist techniques

- Communication and protocol
- Digital government practices

Day 3 Complex cases and failure analysis

- Regulatory and legal frameworks
- Measurement and reporting

Day 4 Expert review and benchmarking

- Drafting and documentation
- Hands-on workshop on a workplace challenge

Day 5 Advanced workshop and assessment

- Service design and performance
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Checklists and templates to take away

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
7–18 Mar 2027	10-day classroom	Cairo	English	8,950
5–9 Apr 2027	5-day classroom	Casablanca	English	4,750
19–23 Jul 2027	5-day classroom	London	English	4,750
6–10 Dec 2027	5-day online	Live online	Arabic	2,950
1–12 May 2028	10-day classroom	Geneva	English	8,950
12–16 Jun 2028	5-day classroom	Amsterdam	English	4,750
20–24 Aug 2028	5-day classroom	Doha	English	4,750
11–22 Dec 2028	10-day online	Live online	Arabic	5,450
18–22 Mar 2029	5-day classroom	Riyadh	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
13–17 May 2029	5-day classroom	Doha	English	4,750
19–30 Aug 2029	10-day classroom	Jeddah	Arabic	8,950
19–23 Nov 2029	5-day online	Live online	English	2,950
1–5 Apr 2030	5-day classroom	London	English	4,750
12–23 May 2030	10-day classroom	Amman	Arabic	8,950
15–26 Jul 2030	10-day online	Live online	Arabic	5,450
1–5 Sep 2030	5-day classroom	Manama	English	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/