



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikcd.co.za · Website: www.aatikcd.co.za

COURSE BROCHURE

Executive Assistant Program

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0025 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This programme equips executive assistants with advanced administrative, organisational, and communication skills to effectively support senior management. Learners will develop the ability to manage complex schedules, coordinate high-level meetings, and handle confidential information with discretion. The course enhances professional competence and career growth in executive support roles.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0025
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply advanced diary management and scheduling techniques to optimise executive time.
- Analyse and prioritise competing demands to ensure efficient workflow and deadline management.
- Evaluate and implement appropriate communication strategies for internal and external stakeholders.
- Design and maintain effective filing and records management systems for confidential documents.
- Demonstrate professionalism and ethical conduct in handling sensitive information and representing the executive.
- Implement project coordination skills to support the planning and execution of organisational initiatives.

WHO SHOULD ATTEND

- This course is designed for experienced administrative professionals seeking to transition into executive assistant roles, as well as current executive assistants who wish to formalise their skills and gain a recognised qualification.

COURSE OUTLINE

Day 1: Introduction to the Executive Assistant Role

- Overview of the executive assistant profession
- Core competencies and soft skills
- Professional ethics and confidentiality
- Communication styles and strategies
- Introduction to office technology and tools
- Time management fundamentals
- Building professional relationships
- Understanding organisational structure

Day 2: Advanced Administrative and Organisational Skills

- Diary management best practices
- Prioritisation and task management
- Document creation, formatting, and version control
- Email etiquette and inbox management
- Travel booking and itinerary planning
- Meeting and event coordination
- Expense reporting and basic financial tasks
- Implementing office procedures

Day 3: Communication, Writing, and Presentation Skills

- Business writing: letters, memos, emails, minutes
- Proofreading and editing techniques
- Presentation design and delivery
- Active listening and questioning skills
- Assertiveness and diplomacy
- Conflict resolution strategies
- Internal and external stakeholder communication
- Cultural sensitivity in communication

Day 4: Project Management and Strategic Support

- Introduction to project management frameworks
- Planning, scheduling, and tracking tasks
- Research methods and data gathering
- Report compilation and analysis
- Risk identification and mitigation
- Meeting facilitation and follow-ups
- Supporting strategic initiatives
- Using project management software

Day 5: Professional Development and Practical Integration

- Career pathways for executive assistants
- Building a professional portfolio
- Networking and mentorship
- Ethics and professionalism in practice
- Integrated case study and role-play

- Final assessment preparation
- Course review and feedback
- Action planning for workplace application

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0025) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za