

2026 SECRETARIES & PERSONAL ASSISTANT TRAINING

CALENDER

Click on the course title to view the full course details



All Courses Available – In-house | In-class | Online

Lagos | Ghana | Kenya | Rwanda



Secretaries & Personal Assistance Programs

S/N	Course Title	Date	Date	Date	Lagos Fee (#)	Int'l Venue	Int'l Fee (\$)
1	Excellence Skills for Executive Secretaries and PA's	13th–16th Jan	28th Apr – 1st May	1st–4th Sep	300,000	Accra	4,000
2	Mastering Professional Business and Corporate Etiquette	13th–16th Jan	28th Apr – 1st May	1st–4th Sep	300,000	Accra	4,000
3	Advanced Management Course for Secretaries, Personal Assistants, and Admin Officers	13th–16th Jan	5th–8th May	1st–4th Sep	300,000	Rwanda	6,000
4	Advanced Financial Reporting Tools for Administrative Professionals	13th–16th Jan	5th–8th May	1st–4th Sep	330,000	Rwanda	6,000
5	Effective Minute Taking Workshop	13th–16th Jan	5th–8th May	1st–4th Sep	300,000	Nairobi	5,500
6	Frontline Customer Service Training	20th–23rd Jan	12th–15th May	8th–11th Sep	300,000	Nairobi	5,500
7	Advanced Skills for Personal Assistants and Secretaries	20th–23rd Jan	12th–15th May	8th–11th Sep	300,000	Nairobi	5,500
8	Effective Communication in the Age of AI and Automation	20th–23rd Jan	12th–15th May	8th–11th Sep	330,000	Rwanda	6,000
9	Successful Skills for PA's and Executive Secretaries	20th–23rd Jan	12th–15th May	8th–11th Sep	300,000	Rwanda	6,000
10	Front Desk Security Course for Receptionists, Personal/Special Assistants, and Other Front Desk Professionals	20th–23rd Jan	12th–15th May	8th–11th Sep	300,000	Nairobi	5,500
11	Navigating AI Ethics and Bias for Secretarial Roles	27th–30th Jan	19th–22nd May	15th–18th Sep	330,000	Nairobi	5,500
12	Mastering Office, Filing, and Documentation Skills: Essential Techniques for Workplace Efficiency	27th–30th Jan	19th–22nd May	15th–18th Sep	300,000	Accra	6,000
13	Front Office and Customer Relations Training	27th–30th Jan	19th–22nd May	15th–18th Sep	300,000	Accra	6,000
14	The Future of Executive Assistance: Preparing for AI and Automation	27th–30th Jan	19th–22nd May	15th–18th Sep	300,000	Nairobi	5,500
15	Mastering Modern Techniques in Office and Document Management	27th–30th Jan	19th–22nd May	15th–18th Sep	300,000	Rwanda	6,000
16	Capacity Building for Secretaries, Personal Assistants, and Administrative Officers	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Rwanda	6,000
17	Enhancing Personal Skills for Administrators and Secretaries	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Rwanda	6,000
18	Advanced PowerPoint and Presentation Design for Executive Support	3rd–6th Feb	26th–29th May	22nd–25th Sep	330,000	Nairobi	5,500
19	Emotional Intelligence in an Organisation	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Accra	4,000
20	Professional Skills Improvement Course for Secretaries, PAs, and Admin Officers	3rd–6th Feb	26th–29th May	22nd–25th Sep	300,000	Accra	4,000
21	Frontline Customer Service Training	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	300,000	Accra	4,000
22	AI-Enhanced Filing and Information Management Systems	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	330,000	Nairobi	5,500
23	Developing Emotional Intelligence in a Tech-Driven Workplace	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	330,000	Nairobi	5,500
24	Mastering Business Writing for Secretaries and Administrative Professionals	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	300,000	Rwanda	6,000
25	Tech-Savvy Office Management: Staying Ahead with Emerging Trends	10th–13th Feb	2nd–5th Jun	28th - 30th Sep	330,000	Rwanda	6,000



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26	Successful Skills for PA's and Executive Secretaries	17th–20th Feb	9th–12th Jun	6th–9th Oct	300,000	Accra	4,000
27	Executive Assistant Course	17th–20th Feb	9th–12th Jun	6th–9th Oct	300,000	Accra	4,000
28	Mastering Advanced Office Management and Administrative Skills: Enhancing Professional Excellence	17th–20th Feb	9th–12th Jun	6th–9th Oct	300,000	Accra	4,000
29	Foundation Skills for Personal Assistants and Secretaries	17th–20th Feb	9th–12th Jun	6th–9th Oct	300,000	Accra	4,000
30	Social Media Management for PAs and Office Professionals	17th–20th Feb	9th–12th Jun	6th–9th Oct	330,000	Nairobi	5,500
31	Essential Personal Assistants and Secretaries Skills	24th–27th Feb	16th–19th Jun	13th–16th Oct	300,000	Nairobi	5,500
32	Professional Branding and Digital Networking for Secretaries	24th–27th Feb	16th–19th Jun	13th–16th Oct	330,000	Nairobi	5,500
33	Mastering CRM Tools and Customer Relations for Office Professionals	24th–27th Feb	16th–19th Jun	13th–16th Oct	330,000	Rwanda	6,000
34	Mastering Multitasking, Priorities, and Deadlines Management	24th–27th Feb	16th–19th Jun	13th–16th Oct	300,000	Rwanda	6,000
35	Professional Office and Records Management Course	24th–27th Feb	16th–19th Jun	13th–16th Oct	300,000	Nairobi	5,500
36	Leveraging Productivity Tools for Modern Office Efficiency	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	330,000	Nairobi	5,500
37	Personal Development and Productivity	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	300,000	Accra	4,000
38	Effective Use of AI in Meeting Management and Minute-Taking	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	330,000	Accra	4,000
39	Receptionist Skills Training Course	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	300,000	Accra	4,000
40	Managing Virtual Teams: Skills for Secretaries and PAs	3rd–6th Mar	23rd–26th Jun	20th–23rd Oct	330,000	Nairobi	5,500
41	Effective Receptionist and Front Desk Manager	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	300,000	Nairobi	5,500
42	Management Skills for Administrators, Secretaries, and PAs	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	300,000	Accra	4,000
43	Effective Use of Project Management Software for Secretaries and PAs	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	330,000	Accra	4,000
44	Ethical and Legal Implications of AI for Administrative Professionals	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	330,000	Rwanda	6,000
45	Mastering Effective Skills for Receptionist and Front-Desk Officers	10th–13th Mar	30th Jun–3rd Jul	27th–30th Oct	300,000	Rwanda	6,000
46	Effective Record Keeping, Documentation, and Information Management Course	16th–19th Mar	7th–10th Jul	3rd–6th Nov	300,000	Nairobi	5,500
47	Mastering Imperative Executive Personal Assistant Skills	16th–19th Mar	7th–10th Jul	3rd–6th Nov	300,000	Nairobi	5,500
48	Virtual and Hybrid Assistant Skills in the AI Era	16th–19th Mar	7th–10th Jul	3rd–6th Nov	330,000	Rwanda	6,000
49	Data Privacy and Cybersecurity for Administrative Professionals	16th–19th Mar	7th–10th Jul	3rd–6th Nov	330,000	Rwanda	6,000
50	Advanced Skills of Office Management and E-Secretariat	16th–19th Mar	7th–10th Jul	3rd–6th Nov	300,000	Accra	4,000



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51	Masterclass for Secretaries and Personal Assistants	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Accra	4,000
52	Reception and Telephone Etiquette Workshop	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Accra	4,000
53	Mastering Office Management and Effective Administrative Skills	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Accra	4,000
54	Self-Esteem, Assertiveness and Personal Effectiveness Training	24th–27th Mar	14th–17th Jul	10th–13th Nov	300,000	Accra	4,000
55	AI and Automation Tools for Secretaries and PAs	24th–27th Mar	14th–17th Jul	10th–13th Nov	330,000	Nairobi	5,500
56	Mastering Digital Communication for Executive Assistants	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	330,000	Nairobi	5,500
57	Mastering Office Etiquette, Ethics, and Professionalism: Essential Skills for Workplace Success	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	300,000	Nairobi	5,500
58	Partnering with Your Boss: Strategic Skills for Secretaries and Personal Assistants	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	300,000	Rwanda	6,000
59	Mastering Successful Skills for Secretaries, Administrators, and PA's	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	300,000	Rwanda	6,000
60	Using ChatGPT and AI-Powered Tools for Office Management	30th Mar–2nd Apr	21st–24th Jul	17th–20th Nov	330,000	Nairobi	5,500
61	Executive Secretary and Office Professionals Master Development Program	7th–10th Apr	28th–31st Jul	24th–27th Nov	300,000	Nairobi	5,500
62	Advanced Calendar and Time Management with Technology	7th–10th Apr	28th–31st Jul	24th–27th Nov	330,000	Accra	4,000
63	Developing Core Skills for Administrators and Secretaries	7th–10th Apr	28th–31st Jul	24th–27th Nov	300,000	Accra	4,000
64	Digital Transformation Skills for Executive Secretaries and PAs	7th–10th Apr	28th–31st Jul	24th–27th Nov	330,000	Accra	4,000
65	Performance Management, Appraisal, and Employee Development	7th–10th Apr	28th–31st Jul	24th–27th Nov	300,000	Nairobi	5,500
66	Mastering Organizational and Behavioral Skills for Secretaries, PAs, and Administrative Professionals	14th–17th Apr	4th–7th Aug	1st–4th Dec	300,000	Nairobi	5,500
67	AI-Driven Document and Workflow Management	14th–17th Apr	4th–7th Aug	1st–4th Dec	330,000	Accra	4,000
68	Administrative Secretary Skills Development	14th–17th Apr	4th–7th Aug	1st–4th Dec	300,000	Accra	4,000
69	Cloud-Based Collaboration for Secretaries and Administrative Staff	14th–17th Apr	4th–7th Aug	1st–4th Dec	330,000	Rwanda	6,000
70	Personal Effectiveness and Influencing Skills: Communicate, Negotiate, Influence and Persuade	14th–17th Apr	4th–7th Aug	1st–4th Dec	300,000	Rwanda	6,000
71	Management Skills for Secretaries and Administrative Support Staff: Enhancing Efficiency and Productivity	14th–17th Apr	4th–7th Aug	1st–4th Dec	300,000	Nairobi	5,500
72	Strategic Thinking and Decision-Making for PAs in Tech-Driven Roles	21st–24th Apr	11th–14th Aug	8th–11th Dec	330,000	Nairobi	5,500
73	Mastering Effective Secretary Skills: Essential Training for Professional Success	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Rwanda	6,000
74	Administration and Office Management Professional	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Rwanda	6,000
75	Skills for Senior Secretaries, Personal Assistants and Administrative Managers	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Accra	4,000
76	Excellence Skills for Executive Secretaries and PAs	21st–24th Apr	11th–14th Aug	8th–11th Dec	300,000	Accra	Accra
77	Administration and Office Management: Best Practices and Techniques	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	300,000	Accra	Accra
78	Successful Skills for PA and Executive Secretaries	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	300,000	Rwanda	Rwanda
79	Managing Your Boss in the Workplace: Strategies for Effective Relationship Management	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	300,000	Rwanda	Rwanda
80	Mastering Successful Skills for Secretaries, Administrators, and PAs	28th Apr – 1st May	18th–21st Aug	15th–18th Dec	300,000	Nairobi	Nairobi

