

Exceed

BEYOND THE CALL OF DUTY

EXECUTIVE SECRETARIES & ADMINISTRATIVE PROFESSIONALS MASTER CLASS

THIS COURSE IS SPECIFICALLY DESIGNED FOR #ADMINPROFESSIONALS AND #SECRETARIES TO LEARN HOW THEY CAN EFFECTIVELY MANAGE THEIR ROLES, DELIVER RESULTS, MANAGE CHANGING DUTIES, AND LEARN DECISION MAKING AND NEGOTIATION SKILLS. THEY MUST BE CONFIDENT AMBASSADORS BOTH FOR THEIR IMMEDIATE SUPERIORS AND THE COMPANY.



SEPTEMBER 11 - 12, 2026
09:00AM - 05:00PM

VP DECK &
BOOKING FORM



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THE HANGOUT CO-WORKING SPACE

Unit 2001, Tycoon Center, Pearl Drive,
Ortigas, Pasig City, Philippines



COURSE OUTLINE

2-DAY WORKSHOP

EXECUTIVE SUMMARY

This course provides an administrative and leadership program specifically designed for executive assistants and administrative professionals to learn how they can effectively manage their roles, deliver results, manage changing duties, and learn decision-making and negotiation skills. This training can also aid in the development of a professional reputation and confidence.

Secretaries and administrative professionals need people and organizational skills to deal with internal and external clients professionally. They must be good, confident ambassadors for both their immediate superiors and the company.

- Learn and adapt the holistic approach of the C.I.R.C.L.E. Framework to be highly proficient in your role.
- Understand your strength and capacity by learning the 4R's of an Excellent Administrative Professional.
- Activate strong organizational skills, such as good planning and organizing, resource allocation, and the ability to meet deadlines.
- Enhance professional communication abilities that make optimum use of resources to accomplish the meeting, program or event's purpose. And learn different presentation strategies and modalities.
- Establish a positive work relationships with co-worker.
- Develop personal leadership, motivation, and positive attitudes, behaviors, and self-image toward oneself and coworkers in order to strengthen and clarify principles and goals.
- Activate initiative and drive, work independently and seek out new opportunities..
- understand, meet, and exceed your immediate superior's needs.

DAY 1

UNDERSTANDING YOUR ROLE (CIRCLE FRAMEWORK - Competence, Image and Character, Reliability, Code of Ethics, Leadership and Excellence)

4R's OF AN EXCELLENT ADMINISTRATIVE PROFESSIONAL

5S OF LEAN GOOD HOUSEKEEPING

The C.I.R.C.L.E. FRAMEWORK is a character and behavior intention design tool for administrative officers and secretaries to develop their competence in their vital roles. It will cover the competency requirements, strategies for improving their internal and external image, and strategies for being an outstanding team player while also being an independent and well-equipped task person who can confidently deal with and manage executives, has excellent personal leadership skills, and can efficiently manage resources and time.

COMMUNICATION & PLANNING SKILLS (Part 1)



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COURSE OUTLINE

2-DAY WORKSHOP

DAY 2

COMMUNICATION & PLANNING SKILLS

Strong organizational abilities are required in a results-oriented, self-motivated, and efficient secretary. This skill set includes the capacity to be organized, which involves keeping track of everything from deadlines to important papers, as well as professional communication abilities, which include clear and polite communication.

- Business communication and methods of communicating in business. (Types of communication, Effective Written Business Communication, Basic Business English and Grammar, Business Communication Etiquettes, Communicating with Confidence and Assertiveness)

CALENDAR MANAGEMENT & MEETING PLANNING

TIME MANAGEMENT REPORTS MANAGEMENT

To maximize your productivity and help manage your time successfully, you'll learn how to prepare ahead of time for the meeting, take effective minutes, and work productively after the meeting. Working as an administrative assistant entails managing multiple projects and multitasking. This necessitates the capacity to manage your own time and adhere to strict deadlines.

EXECUTIVE SECRETARIES & ADMINISTRATIVE PROFESSIONALS

EFFICIENT ADMINISTRATION SKILLS

It is beneficial to meticulously organize all of your documents – both paper and electronic files – so that you can locate them quickly and effortlessly.

- C-R-R (Capture, Route, Retrieve)
- Documentation & Records Management Compliance

MANAGING UPWARD

Understand your own personality profile and consider how it differs from his or hers. Through this, you'll be able to understand your personal strengths and how you can improve the quality of your relationship.

Learn how to speak their language and adapt their own approach and style.

Understand their priorities and how they complement your work. This will help increase understanding and empathy.

- Managing Upward
- DISC Personality Profile Test

METHODOLOGIES

SYNCHRONOUS:

- LECTURE-DISCUSSIONS
- CASE STUDIES
- SCENARIO-BUILDING

ASYNCHRONOUS:

- WORKSHOPS



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MASTER CLASS

LEARNING INVESTMENT

REGULAR RATE

₱19,990 per participant

EARLY BIRD RATE

₱18,000 per participant

***Available only to participants who register and complete payment on or before September 01, 2026.

Get the Group Rate + Free Slots!

₱17,000 per participant

3 + 1 Promo

Get **1 FREE**

You save: ₱19,990

5 + 2 Promo

Get **2 FREE**

You save: ₱39,980

***Available only to participants who register and complete payment on or before September 07, 2026.

For a group registration with a minimum of 15 participants, the training will be conducted exclusively for your organization.

TRAINING INCLUSIONS

- 16 Hours Masterclass
- Full Course on Training Topic
- Comprehensive Training Manual (print copy)
- Pre-Assessment and Post-Assessment Report to measure learning progress
- Interactive Activities and Workshops
- Practical Exercises and Application Sheets for skills practice
- Certificate of Completion
- Access to Supplementary Resources
- Free Consultation during the training period
- One (1) Snack and One (1) Meal provided during the training session
- Free-flowing Coffee available throughout the training



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Elevate your skills. Empower your future.

Take charge of your professional and personal development and ensure 2026 is the year of transformation! Ready to get started?

We Offer Solutions. We #BridgeTheGap



INDUSTRY EXPERTS AND CONSULTANT-LED
PROGRAMS AND CONTENTS

TAILORED TRAINING PROGRAMS

TOP-TIER PROGRAMS

NETWORKING & COLLABORATION OPPORTUNITIES

INTERACTIVE & ENGAGING LEARNING FORMATS

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