JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Advanced Executive Assistant Strategic Partner Training

31 May – 11 June 2027
Barcelona

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Advanced Executive Assistant Strategic Partner Training

Ref: 283_9251 **Date:** 31 May – 11 June 2027 **Location:** Barcelona **Fees:** 9500 GBP

Advanced Executive Assistant Strategic Partner is a 2-week training course for senior executive assistants moving into business partner and chief of staff style roles, and it produces an assistant partnership plan. Leaders now need assistants who track strategy, coordinate projects and influence across departments, not only manage diaries. Jupiter Prime Training runs this course for assistants ready to own outcomes alongside their principal.

Why Executive Assistant Strategic Partner Matters Now

Executives face more initiatives, more data and more cross-departmental dependencies than they can personally chase. Many organisations have responded by turning senior assistants into business partners who track the strategic agenda, coordinate small projects and prepare data-backed reports. Where that shift is managed well, leaders gain an extra pair of hands on outcomes and initiatives close on time; where the assistant is left without mandate or skills, the role stalls between administration and ambition. The course rests on recognised project coordination methods such as the RACI responsibility matrix Responsible, Accountable, Consulted, Informed, stakeholder influence mapping and dashboard reporting practice.

Who Gains Most from Executive Assistant Strategic Partner

- Senior assistants already tracking leadership actions and board follow-ups
- Assistants coordinating small projects or initiatives for the executive office
- Support professionals preparing data reports and dashboards for leaders
- Assistants stepping into business partner or chief of staff style posts
- Executive office coordinators liaising across several divisions

An executive office moving its senior assistants toward business partner roles gains most when the assistants attend together and agree which decisions each will own.

Executive Assistant Strategic Partner Capabilities

Participants leave able to take ownership of defined outcomes for their principal, not only the logistics around them.

- Build a strategic agenda tracker with owners and status signals — the principal monitoring commitments
- Design project charters and RACI matrices — departments sharing cross-functional tasks
- Specify an executive dashboard that prompts decisions — leaders short of reading time
- Apply influence mapping and persuasion approaches — senior managers outside the assistant's line
- Communicate data as insight, implication and recommendation — the principal and leadership team
-

Assess which decisions to own, shape or leave — the partnership agreed with the principal

Key Executive Assistant Strategic Partner Terms

- Strategic agenda tracker — a live list of the principal's strategic commitments with owners, deadlines and status signals.
- RACI matrix — a grid showing who is Responsible, Accountable, Consulted and Informed for each task in an initiative.
- Executive dashboard — a short visual report of the few measures that tell a leader whether action is needed.
- Influence mapping — plotting stakeholders by interest and power to plan how to win their support.
- Chief of staff — a senior role coordinating a leader's priorities, initiatives and leadership team across the organisation.
- Partnership mandate — the agreed set of decisions and projects an assistant owns on the principal's behalf.

Executive Assistant Strategic Partner Day by Day

Day 1: From Support Role to Strategic Partner

- Role Evolution Map — Administrator, Assistant, Business Partner and Chief of Staff
- Partnership Readiness Self-Assessment — Business Knowledge, Influence and Judgement
- Principal's Strategic Agenda Decoding — Goals, Pressures and Measures
- Sector Contrasts in Partner Roles — Logistics, Insurance and Universities
- Ownership Boundaries — Decisions to Own, Shape or Leave Alone

Day 2: Business Acumen for Assistants

- Reading the Organisation's Strategy Documents — Priorities Behind the Words
- Financial Statement Basics for Assistants — Revenue, Cost and Cash Signals
- Operating Model Mapping — How Value Flows Across Divisions
- Industry Context Briefs — Competitors, Customers and Market Shifts
- Business Case Literacy — Testing Assumptions Before the Principal Reads

Day 3: Strategic Agenda Tracking

- Strategic Agenda Tracker — Commitments, Owners and Status Signals
- Leadership Meeting Action Registers — Closing Loops Across Directors
- Quarterly Priority Reviews — Surfacing Slippage to the Principal Early
- Board and Committee Follow-Through — Linking Resolutions to Actions
- Agenda Hygiene — Removing Items That No Longer Serve Strategy

Day 4: Project Coordination for the Executive Office

- Executive Office Project Charter — Scope, Sponsor and Success Measures
- Work Breakdown and Milestone Planning — Realistic Plans for Small Projects
- RACI Matrices for Cross-Department Tasks — Clear Accountability Lines
- Project Status Reporting — Red, Amber, Green With Honest Commentary
- Project Closure Reviews — Lessons Captured for the Next Initiative

Day 5: Data-Driven Reporting

- Executive Dashboard Design — Few Measures That Prompt Decisions
- Spreadsheet Discipline — Clean Data, Pivot Tables and Version Control
- Turning Numbers Into Narrative — Insight, Implication, Recommendation
- Data Quality Checks — Spotting Errors Before Reports Leave the Office
- Visual Reporting Choices — Charts That Clarify Rather Than Decorate

Day 6: Influencing Without Authority

- Stakeholder Influence Mapping — Interests, Power and Relationships
- Persuasion Approaches — Evidence, Reciprocity and Shared Goals
- Negotiating Deadlines With Senior Managers — Firm Yet Respectful
- Building Credibility With Directors — Consistency and Delivered Promises
- Handling Resistance — Turning Objections Into Contributions

Day 7: Leading Cross-Functional Initiatives

- Initiative Launch Kit — Purpose, Team Roles and Working Rhythm
- Virtual Team Coordination — Tools and Habits for Dispersed Members
- Facilitating Decision Meetings — Options, Debate and Clear Closure
- Managing Dependencies Between Departments — Escalation Without Blame
- Celebrating and Communicating Progress — Keeping Momentum Visible

Day 8: Representing the Principal

- Acting on the Principal's Behalf — Mandates, Limits and Reporting Back
- Chairing Preparatory Meetings — Clearing Issues Before Leaders Meet
- Speaking for the Executive Office — Consistent Messages to Divisions
- Handling Sensitive Escalations — When to Decide and When to Refer
- Reputation of the Executive Office — Service Ethos and Visibility

Day 9: Career Positioning and Partnership Agreements

- Partnership Conversation With the Principal — Ambitions, Trust and Scope
- Value Evidence Portfolio — Showing Impact Beyond Administration
- Development Pathways — Business Partner, Chief of Staff and Project Roles
- Delegating Administrative Load — Freeing Capacity for Strategic Work
- Personal Brand Inside the Organisation — Visibility Without Overreach

Day 10: Practising the Assistant Partnership Plan

- Strategic Agenda Tracker Build From a Live Case — Peer Review
- Executive Dashboard Prototype — Principal Simulation and Feedback
- Influence Plan for a Stalled Initiative — Role-Play Test
- Project Charter and RACI for a New Initiative — Final Calibration
- Assistant Partnership Plan — Owned Decisions, Projects and Measures Agreed

Applying Executive Assistant Strategic Partner After the Course

- Launch the strategic agenda tracker for the principal's top ten commitments and review it at the next weekly meeting.
- Draft a project charter and RACI matrix for one stalled cross-departmental task and agree it with the sponsors.

Executive Assistant Strategic Partner Questions FAQ

What is an executive assistant strategic partner and why does the role matter now?

An executive assistant strategic partner owns defined outcomes for a leader, tracking strategy, coordinating projects and influencing across departments. The role matters now because executives face more initiatives and data than they can chase alone, and need assistants who move work forward.

Which roles gain most from advanced executive assistant strategic partner training?

Senior executive assistants moving into business partner, chief of staff or project coordination roles gain most. Logistics, insurance and university leadership offices increasingly expect assistants to track initiatives and report with data.

How does executive assistant strategic partner training differ from executive assistant excellence training?

It moves from support to ownership. Excellence courses sharpen gatekeeping, briefings and diaries; strategic partner training adds project charters, agenda tracking, dashboards, influence without authority and leading cross-functional initiatives.

What do you bring back from executive assistant strategic partner training?

You bring back an assistant partnership plan listing the decisions and projects you will own, with a strategic agenda tracker, a dashboard prototype and an influence plan for one live initiative.

Executive Assistant Strategic Partner: The Way Forward

The assistant partnership plan lists the decisions, projects and measures the assistant owns for the principal, with the tracker and dashboard that support them. Its first use is a partnership conversation agreeing that mandate. The principal, the leadership team and the assistant use it, and it is worth revisiting after the first project closes to decide whether the mandate should widen.