



VONNE WELLINGTON SCHOOL OF PROTOCOL

## FIVE-STAR EXECUTIVE ASSISTANT TRAINING

*From Support to Strategic Partner*

### TRANSFORM YOUR CAREER

Elevate from administrative support to executive partnership. This intensive 3-day program equips executive assistants with the sophisticated skills, strategic thinking, and professional protocols that distinguish five-star EAs in today's demanding business environment.

DURATION	INVESTMENT	CLASS SIZE	CERTIFICATE
3 Days 24 Hours	₦1,800,000 per person	Maximum 20 Participants	Certificate of Completion

### WHAT YOU'LL MASTER

✓ Strategic executive partnership	✓ Advanced operational excellence
✓ Board meeting & event mastery	✓ International business protocol
✓ Technology & crisis management	✓ Career advancement strategy

### 3-DAY PROGRAM STRUCTURE

#### DAY 1: Executive Partnership & Professional Excellence

- Building trust and professional credibility
- Executive presence and communication
- Calendar, meeting & travel coordination
- **Practical Simulation: Day in the Life of a Five-Star EA**

#### DAY 2: Advanced Skills & Strategic Support

- Board meeting & event coordination
- International business protocol & etiquette
- Digital tools mastery & project coordination
- **Practical Simulation: Board Meeting Exercise**

#### DAY 3: Excellence in Action & Professional Growth

- Anticipatory service & strategic thinking
- Career development & professional networking
- Stress management & work-life balance
- **Final Assessment & Certificate Presentation**

### 2025 TRAINING SCHEDULE

Session 1	Session 2	Session 3
February 19-21 2025	June 18-20 2025	October 15-17 2025

**SCHEDULE: 8:00 AM - 4:00 PM Daily**

LOCATION: Jos, Plateau State, Nigeria

*Corporate group rates available*

**READY TO ELEVATE YOUR EA CAREER?**

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