

Certified Executive & Administrative Professional

Admission in progress

DURATION

20 weeks Training

MODE

In-Person & Online

STARTING:

28th November 2026





PROGRAM MODULES

1. Strategic Business Partnering & Executive Support

Position yourself as a trusted strategic partner to senior leadership.

2. Corporate Governance, Ethics & Board Administration

Understand governance frameworks and effective management processes

3. Project & Event Management for Executive Offices

Planing and execute high-level projects and executive events with precision

4. Digital Productivity, Executive Systems & AI for High Performance

Leverage digital tools and AI to streamline workflows and enhance productivity

5. Effective Executive Assistance

Mastering the core competencies of high-performing executive support.

6. Business Etiquette

Demonstrate professionalism, discretion, and confidence in every interaction.

7. Business Writing, Communication & Executive Reporting

Craft clear, concise, and impactful communication and reports for executive decision-making.

8. Executive Presentation & Public Speaking Mastery

Deliver confident, persuasive presentations that influence and inspire stakeholders.

9. Business Ethics.

Uphold integrity, accountability, and ethical standards in all professional practices.

10. Crisis Communication & Executive Reputation Management

Manage sensitive situations and protect executive reputation through effective communication strategies.

11.Strategic Planning & Business Acumen

Develop strategic thinking and a strong understanding of business operations and performance.

12. Cybersecurity, Digital Etiquette & Data Protection

Safeguard information and maintain professionalism in digital communication and data handling.

13. Strategic Operations Leadership

Lead and optimize administrative and operational functions to support organizational success.

14. Strategic Risk Management

Identify, assess, and mitigate risks to ensure continuity and informed decision-making.

15. Financial Operations & Budget Administration

Manage budgets, track expenses, and support financial planning with accuracy and accountability.

16. Vendor & Contract Operations Management.

Oversee vendor relationships and contracts to ensure value, compliance, and efficiency.

17. Legal & Compliance Awareness

Understand key legal principles and ensure adherence to regulatory and organizational policies.

18. Capstone: Administrative Operations Management Review

Apply learned skills in a practical review to demonstrate mastery of executive and administrative operations.

PROGRAM STRUCTURE

- ✓ Program Fee: GHC 6,850
- ✓ 18 weeks training
- ✓ 1 week exam prep & Tutorials
- ✓ 20th Week-Final Exam

REGISTRATION PROCESS

1. Visit www.cieaghana.org
2. Navigate to program
3. Click Apply now
4. Fill the paystack registration form
5. Approve payment of GHC 250
6. Admission notice will be issued after meeting all requirements.