



MASTERCLASS: TRANSFORMING EXECUTIVE ASSISTANTS INTO STRATEGIC PARTNERS TO CEOs

*A high-impact program on Executive Office Management,
Governance & Strategic Communication*

📅 November 23 – 27, 2026

📍 Abidjan, Côte d'Ivoire

💬 English & French



www.adfi-ci.org





Rationale

Chief Executive Officers (CEOs) and senior executives operate in a complex corporate environment that requires high levels of coordination, strategic decision-making, problem-solving, disciplined documentation, and timely executive decision support. The performance of CEOs depends heavily on the efficiency, strategic alignment, and operational agility of their Executive Assistants. In contemporary corporate organizations, an Executive Assistant must evolve from a tactical gatekeeper into a proactive strategic partner. They anticipate needs, streamline decision-making, and reflect the CEO's leadership style.

The proposed training focuses on strengthening strategic executive support, governance coordination, protocols, communication, and operational excellence. It will equip Executive and Personal Assistants to CEOs with advanced competencies to provide strategic, confidential, proactive, and technology-enabled support to chief executives, boards, committees, and senior management teams.

The training will sharpen participants' business acumen, cultivate a C-suite mindset, integrate cutting-edge AI workflows, and instill advanced communication protocols to optimize the CEO's efficiency.

Training Objectives

- Strengthen participants' understanding of the corporate operating context and the CEO's strategic priorities.
- Enhance professional competencies in executive office management, board and committee support, agenda preparation, minutes writing, protocol, and executive communication.
- Develop practical skills in confidentiality, ethics, records management, information flow, and preservation of institutional memory.
- Improve participants' capacity to manage multiple priorities, coordinate high-level engagements, and support timely executive decision-making.
- Introduce digital productivity tools, AI-enabled administrative support, and cyber-aware information-handling practices for executive offices.

The Training and Development Unit

Association of African Development Finance Institutions (AADFI)

AADFI Secretariat, AIAFD, Immeuble AIAFD, Rue J61, Boulevard Latrille, Deux Plateaux, Abidjan. Côte d'Ivoire.

Tél. : +225 27 225 279 40 E-mail: info@adfi-ci.org/training@adfi-ci.org

Target Participants

Cohort for Executive Assistants, Personal Assistants, Board Secretariat support staff, and senior administrative professionals to CEOs, Managing Directors, Director Generals, Executive Directors, and Board Chairs, or equivalent executive leaders in national, regional, and multilateral institutions..

Training Content

- **The DFI Context and the Executive Office**

Mandate of DFIs, CEO priorities, institutional governance, stakeholder landscape, and the strategic value of the executive support function.

- **Executive Office Management**

Calendar architecture, workflow coordination, priority tracking, travel planning, briefing packs, and management of confidential executive information.

- **Board and Committee Support**

Agenda planning, board calendars, meeting logistics, documentation cycles, action trackers, board-level minutes, and follow-up systems.

- **Communication, Writing, and Protocol**

Executive correspondence, speech and briefing note preparation, professional email etiquette, stakeholder communication, diplomatic protocol, etiquette, and event coordination.

- **Ethics, Confidentiality, and Records Management**

Handling sensitive information, records retention, digital filing, version control, institutional memory, conflicts of interest, and professional conduct.

- **Digital Productivity and AI Tools**

Digital collaboration tools, meeting productivity, task management systems, AI-assisted drafting, data protection, and cyber-aware administrative practices.

- **Personal Effectiveness and Leadership Presence**

Time management, emotional intelligence, problem-solving, resilience, influencing without authority, continuous learning, and career development planning.

- **Office Politics and Team building**

Program Administration

1. The AADFI Directorate will administer the workshop
2. AADFI training activities are governed by rules to facilitate maximum learning and foster good relations among participants, instructors, and the Workshop Directorate. Below are the relevant extracts of the regulations for this workshop:
 - The nomination of a candidate is deemed to imply their readiness to comply with the advice of the instructors and the Workshop Directorate.
 - Participants must promptly and regularly attend all sessions, including group meetings.



Cancelation Policy

- The programme fee paid is non-refundable in the event of non-attendance at the programme. However, it may be used for a future programme with an equivalent registration fee to be held within the following year.
- Furthermore, the fee paid will not be refunded or used for future AADFI programmes if an institution of a registered participant fails to notify AADFI in writing of withdrawal at least 10 working days before the commencement of the programme.
- Nonetheless, the nominating institution reserves the right to replace a registered staff member with another staff member 10 working days before the start of the training.
- AADFI takes measures to ensure that programmes announced are not canceled. However, under circumstances beyond its control, AADFI reserves the right to cancel or reschedule the dates of its programme. In such circumstances, registered participants will be communicated with accordingly.

Hotel Accommodation

Participants are responsible for their travel, board & lodge, and other personal expenses. Negotiation is ongoing with hotels, and negotiated tariffs for board & lodge will be communicated to participants.

Travel Documents and Arrangements

The Government of Kenya has lifted the requirement for an entry visa into Kenya, starting January 2024. All international travelers are no longer required to obtain a visa from an Embassy or Consulate before arrival. The entry visa requirement has been replaced with an electronic Travel Authorization (eTA). All travelers, except citizens of East African countries and foreigners who fall under the exemption category, must complete eTA and receive the authorization before traveling to Kenya. The eTA application can be accessed via: www.etakenya.go.ke

Please note that the AADFI cannot directly procure the eTA for any prospective applicant. Therefore, participants are advised to submit their nomination forms promptly so that they can make necessary travel arrangements in a timely manner.

International Vaccination

The International Vaccination Certificate (Yellow Fever Vaccination Card) is also required for entry into the country.



The Training and Development Unit

Association of African Development Finance Institutions (AADFI)

AADFI Secretariat, AIAFD, Immeuble AIAFD, Rue J61, Boulevard Latrille. Deux Plateaux, Abidjan. Côte d'Ivoire.

Tél. : +225 27 225 279 40 E-mail: info@adfi-ci.org/training@adfi-ci.org