

Course Name

Excellence in CEO Office Communication Management

Sector Name

Administration and Office Efficiency

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Excellence in CEO Office Communication Management

Course Introduction

As organizations become increasingly complex and executive decision-making grows more visible to stakeholders, the role of CEO Office professionals has evolved beyond administrative coordination into a strategic function that supports executive leadership, organizational alignment, and corporate influence.

Professionals transitioning from Corporate Communications to the CEO Office possess strong communication capabilities but require additional competencies in executive advisory communication, strategic messaging, confidential information management, executive stakeholder engagement, governance support, board communication, and leadership facilitation.

This advanced **five-day** training program is specifically designed to equip participants with the strategic communication skills, executive presence, and CEO Office management capabilities required to effectively support senior executives.

Excellence in CEO Office Communication Management

Target Audience

- ✓ CEO Office Professionals
- ✓ Executive Office Managers
- ✓ Chief Executive Office Coordinators
- ✓ Executive Communication Specialists
- ✓ Corporate Communication Professionals transitioning into Executive Offices
- ✓ Strategic Communication Advisors
- ✓ Executive Affairs Professionals
- ✓ Executive Assistants supporting C-Level Executives
- ✓ Chief of Staff Support Teams
- ✓ Senior Administrative Professionals involved in executive communication

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Learning Objectives

- Understand the evolving strategic role of the CEO Office within modern organizations.
- Develop executive-level communication strategies aligned with organizational vision and priorities.
- Produce high-impact communication materials for CEOs, Boards, executive committees, and senior stakeholders.
- Strengthen strategic advisory and communication support for executive decision-making.
- Manage confidential, sensitive, and crisis-related executive communications professionally.
- Enhance stakeholder engagement across government entities, board members, investors, media, and senior leadership.
- Improve executive meeting management, governance communication, and follow-up processes.
- Apply executive communication protocols, diplomacy, and professional etiquette.
- Build integrated communication plans that support organizational transformation and executive initiatives.
- Strengthen personal effectiveness as a trusted strategic communication advisor within the CEO Office.



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Excellence in CEO Office Communication Management

Course Outline

✓ DAY 1

The Strategic Role of CEO Office Communication

- ✓ Evolution of the CEO Office from administrative support to strategic leadership partner.
- ✓ Understanding the CEO's priorities, leadership agenda, and organizational vision.
- ✓ Strategic communication responsibilities within the CEO Office.
- ✓ Aligning executive communication with corporate strategy and business objectives.
- ✓ Building trust and credibility as an executive communication advisor.
- ✓ Executive decision-making processes and communication support requirements.
- ✓ Managing confidentiality, discretion, and executive information governance.
- ✓ Executive communication protocols across internal and external audiences.
- ✓ Common communication challenges within executive offices and mitigation strategies.

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Course Outline

✓ DAY 2

Strategic Communication & Leadership Messaging

- ✓ Developing communication strategies that support organizational priorities.
- ✓ Crafting compelling leadership messages for diverse stakeholder groups.
- ✓ Writing executive speeches, keynote addresses, talking points, and official statements.
- ✓ Preparing CEO briefing notes and executive communication summaries.
- ✓ Translating complex business information into executive-ready messages.
- ✓ Executive storytelling techniques that inspire confidence and organizational alignment.
- ✓ Communicating organizational change from the CEO's perspective.
- ✓ Maintaining message consistency across multiple communication channels.
- ✓ Executive communication review and quality assurance processes.

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Course Outline

✓ DAY 3

Stakeholder Engagement, Governance & Executive Relationship Management

- Mapping executive stakeholders and prioritizing communication efforts.
- Managing communication with Board members and executive committees.
- Supporting CEO engagement with government entities, regulators, investors, and strategic partners.
- Diplomacy and high-level relationship management.
- Governance communication principles and executive accountability.
- Preparing communication packages for Board meetings and executive governance forums.
- Managing sensitive stakeholder expectations during organizational change.
- Cross-functional communication coordination between the CEO Office and business units.
- Executive protocol, etiquette, and professional representation.

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Course Outline

✓ DAY 4

Office Communication Operations & Crisis Leadership Support

- ✓ Managing communication workflows and information flow.
- ✓ Prioritizing communication requests based on strategic impact.
- ✓ Executive meeting planning, agenda development, and communication follow-up.
- ✓ Preparing dashboards, decision briefs, and action summaries.
- ✓ Supporting the CEO during organizational crises and high-pressure situations.
- ✓ Confidential communication management during sensitive business events.
- ✓ Coordinating communication across leadership teams during major initiatives.
- ✓ Leveraging digital collaboration and executive communication technologies.
- ✓ Measuring communication effectiveness within the CEO Office.

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Course Outline

✓ DAY 5

Becoming a Trusted Communication Advisor

- ✓ Transitioning from communication specialist to strategic executive advisor.
- ✓ Influencing executive decisions through effective communication insights.
- ✓ Anticipating CEO communication needs before they arise.
- ✓ Executive reputation management and leadership brand positioning.
- ✓ Supporting strategic initiatives through integrated executive communication planning.
- ✓ Managing competing executive priorities and communication demands.
- ✓ Building resilience and agility in fast-paced executive environments.
- ✓ Developing a personal roadmap for continuous growth in executive leadership support.
- ✓ International best practices in CEO Office communication management.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 15, 2026	Nov. 19, 2026	5 days	4250.00 \$	KSA , Riyadh

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