

Strategic Executive Decision Support Training Course

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Course Overview

Strategic Executive Decision Support Training Course is a one-week course for experienced executive assistants and senior administrative professionals who leave with an Executive Decision Support Operating File. Participants convert executive priorities, information, stakeholder perspectives, meeting outcomes, and risk signals into decision briefs, action-accountability records, influence plans, and cross-functional follow-through. Strategic executive decision support is taught by Agile Leaders Training Center.

Who Should Attend

- Executive support functions responsible for decision preparation and priority coordination
- Senior administrative functions responsible for executive workflow and information triage
- Leadership-office functions responsible for stakeholder alignment and meeting outcomes
- Cross-functional support functions responsible for action accountability and follow-through
- Executive business partner functions responsible for evidence, risks, and briefings

The course assumes participants already support senior leaders and leaves out routine diary management, travel booking, and formal corporate strategy design.

Departments and Industries

The course supports strategic executive decision support across leadership offices and operational sectors.

- Executive offices and corporate services
- Professional and financial services
- Healthcare and education leadership teams
- Industrial, energy, and utility operations
- Government and nonprofit executive functions

Learning Objectives

By the end of this course, participants will be able to:

- Analyze executive priorities, decision rights, evidence, and risk signals
- Build stakeholder maps, decision briefs, and read-ahead packs
- Apply information-triage and meeting-outcome methods
- Use influence plans and action-accountability controls
- Evaluate follow-through evidence and partnership effectiveness
- Build an Executive Decision Support Operating File

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Course Agenda

Day 1: Executive Priority Architecture

- Executive Priority Architecture Map
- Decision Rights Clarification Matrix
- Strategic Support Role Charter
- Executive Workflow Demand Board
- Priority Conflict Resolution Grid

Day 2: Evidence and Decision Briefs

- Executive Information Triage Protocol
- Evidence Source Appraisal Sheet
- Decision Question Framing Canvas
- Executive Decision Brief Template
- Concise Read-Ahead Pack Structure

Day 3: Stakeholders and Influence

- Stakeholder Power-Interest Map
- Stakeholder Perspective Record
- Influence Without Authority Plan
- Executive Communication Route Map
- Trust and Shared Accountability Check

Day 4: Outcomes, Risks, and Follow-Through

- Meeting Decision and Outcome Record
- Cross-Functional Action Accountability Log
- Executive Risk Signal Register
- Pre-Mortem Risk Review Guide
- Post-Mortem Learning Record

Day 5: Decision Support Practice

- Priority and Decision Rights Exercise
- Evidence Triage and Briefing Simulation
- Stakeholder Influence Planning Exercise
- Outcome and Follow-Through Review Exercise
- Capstone Executive Decision Support Operating File

Practical Exercises

The course uses suggested activities based on professional services, healthcare, education, and industrial executive offices.

- Suggested activity: translate competing requests into an executive priority and decision-rights map
- Suggested activity: appraise evidence and create a decision brief with a read-ahead pack
- Suggested activity: map stakeholders and prepare an influence-without-authority plan
- Suggested activity: reconcile meeting outcomes, actions, risks, and follow-through evidence

FAQs

Who does the Strategic Executive Decision Support Training Course suit?

The course suits experienced executive assistants and senior administrative professionals who already support leaders and need structured decision preparation and follow-through methods.

How does strategic executive decision support differ from general executive assistant training?

Strategic executive decision support centers on priorities, evidence, briefs, stakeholders, risks, outcomes, and action accountability; general executive assistant training usually covers a broader range of administrative duties.

What belongs in an executive decision brief?

An executive decision brief states the decision question, context, evidence, options, stakeholder implications, risks, constraints, recommendation, required authority, and next action.

How does an executive assistant influence without authority?

An executive assistant influences without authority by mapping interests and power, preparing relevant evidence, tailoring communication, documenting intent, building trust, and maintaining consistent follow-through.

How are executive meeting outcomes controlled?

Executive meeting outcomes are controlled through recorded decisions, owners, deadlines, dependencies, risk signals, escalation routes, and evidence of completion.

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Conclusion

Participants take back an Executive Decision Support Operating File linking priorities, evidence, briefs, stakeholders, outcomes, actions, risk signals, and influence plans. The file replaces reactive support with traceable decision preparation and follow-through. It helps executive support functions make information usable, maintain accountability, and strengthen partnership reviews.

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