



# Top Management Executive Office Control Training Course

7 – 11 February 2027  
Johannesburg

## Top Management Executive Office Control Training Course

**Ref:** 165\_115529 **Date:** 7 – 11 February 2027 **Location:** Johannesburg **Fees:** 4500 Euro

### Course Overview

Top Management Executive Office Control Training Course is a five-day course for senior secretariat staff and executive office coordinators who leave with an Executive Office Control Book. Participants build a leadership office operating rhythm that connects the executive priority calendar, correspondence routing, briefing pack quality, management meeting cycle, confidential records, and cross-functional follow-through. Decision and action registers make ownership and escalation traceable across departments. Top management executive office control is taught by Agile Leaders Training Center.

### Who Should Attend

- Executive secretariat functions responsible for leadership-office workflow and meeting business
- Administrative coordination functions responsible for priorities, correspondence, and briefings
- Management support functions responsible for decisions, actions, and cross-functional follow-through
- Information handling functions responsible for confidential executive records and access
- Corporate services functions responsible for escalation and completion evidence

The course assumes participants already coordinate senior management work and leaves out personal-assistant diary practice, board governance, and external certification preparation.

### Departments and Industries

The course supports top management office operations across corporate, public-service, and institutional settings.

- Executive offices and corporate services
- Professional and financial services
- Healthcare and education administration
- Industrial, energy, and utility organizations
- Government and nonprofit management offices

### Learning Objectives

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



- Analyze leadership-office mandates, decision rights, and business intake
- Build priority calendars and correspondence routing controls
- Apply briefing commission and paper quality gates
- Use management meeting, decision, and action registers
- Prioritize escalation through defined thresholds and dependencies
- Evaluate completion evidence in an Executive Office Control Book

## **Course Agenda**

### **Day 1: Leadership Office Operating Rhythm**

- Top Management Office Role Charter
- Annual Leadership Meeting Cycle
- Executive Priority Calendar
- Office Decision Rights Matrix
- Management Business Intake Register

### **Day 2: Correspondence and Briefing Control**

- Executive Correspondence Routing Protocol
- Management Brief Commissioning Form
- Briefing Pack Quality Gate
- Paper Submission Tracking Log
- Confidential Record Access Index

### **Day 3: Management Meeting Secretariat**

- Agenda Construction Worksheet
- Meeting Paper Circulation Checklist
- Attendance and Participation Record
- Management Minute Decision Format
- Meeting Action Ownership Register

### **Day 4: Decisions and Follow-Through**

- Decision Rationale Register
- Cross-Functional Commitment Tracker
- Action Escalation Threshold Matrix
- Executive Dependency Map
- Completion Evidence Reconciliation Sheet



## **Day 5: Executive Office Control Practice**

- Priority Calendar and Intake Exercise
- Correspondence and Briefing Pack Simulation
- Management Meeting Record Exercise
- Decision and Action Follow-Through Exercise
- Capstone Executive Office Control Book

## **Practical Exercises**

The course uses suggested activities drawn from healthcare, professional services, education, and industrial leadership offices.

- Suggested activity: reconcile competing priorities through a calendar and business intake register
- Suggested activity: route executive correspondence and test a briefing pack against its quality gate
- Suggested activity: record management decisions, assign actions, and apply escalation thresholds
- Suggested activity: assemble completion evidence into the Executive Office Control Book

## **FAQs**

### **Who does the Top Management Executive Office Control Training Course suit and what does it assume?**

The course suits senior secretariat staff and executive office coordinators who already manage leadership correspondence, meetings, briefings, records, or actions.

### **How does top management executive office control differ from general office management?**

Top management executive office control governs leadership priorities, decision flow, briefing quality, meeting business, and action closure; general office management focuses on broader administrative services, facilities, supplies, and routine workflows.

### **What belongs in an Executive Office Control Book?**

An Executive Office Control Book contains the role charter, priority calendar, intake record, correspondence routes, briefing gates, meeting records, decision rationale, action ownership, escalation, and completion evidence.

### **How is executive briefing pack quality controlled?**

Executive briefing pack quality is controlled by commissioning each brief, tracking submissions, checking purpose and decision requirements, reconciling supporting papers, and recording release approval.



## **How are management actions tracked and escalated?**

Management actions are tracked through named ownership, deadlines, dependencies, evidence, and closure status, then escalated when defined thresholds show delay, conflict, risk, or an unresolved dependency.

## **Conclusion**

Participants take back an Executive Office Control Book linking priorities, correspondence, briefings, meetings, decisions, actions, confidential records, and escalation. It creates a traceable operating rhythm for leadership business and cross-functional follow-through. The control book helps the executive office reconcile completion evidence and address gaps before they disrupt management commitments.