Ai for Executive Assistants & Office Managers

Empower Executive Assistants and Office Managers to harness AI for efficiency, automation, and smarter workflows, mastering tools, data, and strategies to transform daily tasks into high value contributions.

DATES
10th - 11th May 2026

VENUE
Millennium Hotel, Doha - Qatar

Lizebeth Green & Vincent Georges

COURSE TRAINERS

✉ training@corsol.net

🌐 www.corsol.net

Corsol Corporate Solution

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10th – 11th May 2026   –   Millennium Hotel, Doha - Qatar

Course Overview:

2-Day hands on, in public training designed to help Executive Assistants and Office Managers stop managing and start enabling the strategic force your executive can't live without.

Most technology training fails Administrative Professionals because it is designed by people who have never managed a complex executive workload. This course does not teach features it teaches survival and strategy using real world practices.

Participants learn from a rare 'unicorn' in the industry an active Executive Assistant and Microsoft MVP managing three C-Suite executives in a high-pressure Fortune 500 environment supported by an ex Microsoft Customer Success Manager who ensures clarity, adoption, and security best practices. Not theory. Not guesswork. Just reality.

Key Learning Outcomes

- Save 5–10 hours per week by automating routine tasks
- Instantly produce high-quality emails, documents, and presentations
- Use AI confidently within Microsoft 365 tools, including Outlook, Teams, Excel, PowerPoint, and Copilot
- Strengthen strategic confidence and become an AI leader within your administrative team

No advanced technical skills are required. The course begins with the basics, emphasizes data security and compliance, and provides resources, cheat sheets, and ongoing peer support.

Why You Should Attend?

You may be overwhelmed by operational tasks, scattered data, uncertainty around AI tools, and increasing burnout. This course addresses these challenges directly and transforms the way you work.

You are not struggling because you lack capability you are struggling because no one has shown you how to work smarter.

Course Facilitators:

Lizebeth Green
Executive Productivity Coach | Microsoft 365, AI & Copilot

Lizebeth Koloko Green is a Microsoft MVP in Microsoft 365 & Copilot, a globally recognized productivity expert, and a thought leader in AI and the modern workplace. She is the Founder and CEO of ANWOW (Adopt New Ways of Working), where she partners with international organizations to drive sustainable productivity, collaboration, and digital adoption through Microsoft 365, Copilot, and practical AI solutions.

Alongside her entrepreneurial role, Lizebeth is an Executive Assistant at a leading American global technology company, supporting senior leadership in complex international environments. This dual perspective allows her to bridge strategy and execution by combining real-world operational expertise with digital innovation.

With over 20 years of experience in international corporate environments, including Symantec France and Areda Computer Systems, she brings strong credibility and practical insight. She holds a Master's Degree in Management from ESSEC Business School, a Degree in Office Management from the Académie de Versailles, and is a Microsoft Office Specialist Expert with advanced expertise across the Microsoft 365 ecosystem, including Copilot. Bilingual in French and English, Lizebeth delivers engaging, hands on training and keynotes worldwide. As a Microsoft MVP, she actively contributes to the global Microsoft community through speaking, training, and thought leadership.

Vincent Georges
Digital Workplace Architect | M365, Copilot & AI Expert

Vincent Georges is a visionary IT leader and Digital Workplace transformation expert with over 20 years of experience across cloud technologies and the Microsoft ecosystem. He specializes in guiding organizations through large scale workplace evolution, acting as a strategic Architect, Manager, and Consultant to translate digital strategy into operational reality through modern collaboration, service standardization, and high impact technology adoption.

Previously at Microsoft, Vincent served as a Customer Success Manager for the Modern Workplace, supporting enterprise customers in adopting and optimizing Office 365. More recently, as a Digital Workplace Manager within a large international organization, he led a multinational team across three countries, standardized global services for more than 15,000 devices, and drove innovative AI and Microsoft 365 Copilot initiatives.

Fluent in English and French, Vincent is known for his pragmatic, empathetic, and people-centered approach to digital change. He is passionate about knowledge sharing and believes successful transformation starts with mindset, adoption, and clarity, enabling scalable, human-centric digital workplace solutions.

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Day 1

MASTER YOUR TOOLS & OWN THE WORKFLOW

Session 1: The AI Ecosystem for Assistants
- Demystifying the tools: ChatGPT, Microsoft Copilot, Gemini, and Perplexity.
- Security First: What you can and cannot put into an AI. Understanding data privacy (taught by the Ex-Microsoft Expert).

Session 2: The Art of the Prompt (EA Edition)
- Building your "Prompt Library": How to ask AI to summarize long threads, rewrite delicate emails, and organize chaotic thoughts.

Session 3: Inbox & Calendar Zero
- Using AI to triage emails and draft responses instantly.
- Automating calendar conflict resolution and scheduling logistics.

Session 4: Meeting Intelligence
- The workflow of the future: From "Pre-read" preparation to "Post-meeting" minutes.
- How to generate actionable summaries and task lists automatically from Teams transcripts.

Day 2

DATA, VISUALS & STRATEGIC AMPLIFICATION

Session 1: Excel without Fear
- Transforming messy lists into clean data tables.
- Using "Natural Language" to ask Excel questions (no complex formulas required).
- Creating instant dashboards to track budgets or travel spend.

Session 2: PowerPoint Magic
- From Word document to PowerPoint slides in one click.
- Using AI Designer to fix layout, fonts, and images automatically.
- Creating professional visuals that align with your company brand.

Session 3: The Strategic Business Partner
- Moving from "Task Taker" to "Value Creator.
- How to introduce these tools to your executive and become their tech guide.

Session 4: Bring Your Own Problem Workshop
- Live Q&A and troubleshooting with the MVP and the Expert.
- Building your personal 30-day implementation roadmap.

Programme Schedule

Time	Activity
08:30 am – 09:00 am	Registration & Coffee Break
09:00 am – 11:00 am	Course
11:00 am – 11:30 am	Networking & Coffee Break
11:30 am – 01:00 pm	Course
01:00 pm – 02:00 pm	Networking & Luncheon
02:00 pm – 03:00 pm	Course
03:00 pm – 03:30 pm	Networking Break
03:30 pm – 05:00 pm	Course

Who Should Attend?

- Executive Assistants (EA) & Personal Assistants (PA)
- Office Managers & Administrative Leads
- Project Coordinators
- Anyone who wants to stop fighting technology and start leveraging it.

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Registration Form

Please fill & sign below form & send us on
training@corsol.net

Delegate 1
Name : _____
Job title: _____
Email: _____
Mobile:_____

Delegate 2
Name : _____
Job title: _____
Email: _____
Mobile:_____

Delegate 3
Name : _____
Job title: _____
Email: _____
Mobile:_____

Delegate 4
Name : _____
Job title: _____
Email: _____
Mobile:_____

Delegate 5
Name : _____
Job title: _____
Email: _____
Mobile:_____

<u>Note:</u> **In case of 6 or more nominations make a duplicate of this form & fill in the details.**

ORGANIZATION DETAILS:
Company :_____
Address: (to be used on invoice):
_____
_____
Telephone:_____
Country: _____

AUTHORIZED BY:
Signature:_____
Name: _____
JobTitle:_____
Email:_____
Date:_____

PAYMENT DETAILS:
<u>Credit Card Holder's Details - To send Payment Link</u>
First Name: _____
Last Name: _____
Email: _____
Country: _____

Event Code: CS-AEAOM-015

Course Fee

Registration Fees:
- Book 1 delegate   Pay USD 2,795/delegate
- Book 2 or 4 delegates   Pay USD 2,595/delegate
- Book 5 or more   Pay USD 2,395/delegate

(All pricing excludes all taxes)

Payment Mode:
- Payments will be made by **Credit Card** or by **Bank transfer**, an Invoice will be sent soon after we receive the signed & filled registration form.
- Payment is required within **5 working days** after the receipt of the invoice.
- Payment must be received in full prior to the Course Origination.

Terms & Conditions:

1) Fee Includes (For Face 2 Face Training): the course fee covers all course material, lunch & refreshments. Please note that hotel accommodation is not included in the course fee.

2) Fee Includes (For Virtual Training): the course fee covers the live course session & the course material soft copies along with Certificates of Attendance.

3) Payment terms: Payments are required within 5 working days from the date of receipt of an invoice; all payments should be transferred by Credit Card/bank transfer to the Corsol International account. A receipt will be issued as payment is received.

4) Cancellation /Substitution Policy: Cancellation is only acceptable if submitted to us by email & will be subject to charges, cancellation received 60 days prior to the event 25% of the training fee will be charged, 30 Days prior to the event 50% of the training fee will be charged. 15 days prior to the event 75% of the training fee will be charged, 7 days prior to the event 100 % of the training fee will be charged. Substitution is the best option to avoid cancellation, as the cancellation is required in writing via email likewise Substitution is also required by email with complete details of the substituted delegates (Name, Position, Email & Mobile).

5) In the case of No Show, clients cannot claim any refund, & are not entitled to claim the Credit Voucher.

6) Cancellation by a paid client; does not subject to any cancellation charges, Corsol International will either accept the substitution or will provide a Credit Voucher of the Invoice amount which can be utilized in any of our future training, with validity up to 6 months.

7) Every possible effort is made to incorporate the event as it campaigns, however, due to any unforeseen circumstances Corsol International reserves the right to change the venue, location, and trainer. Also due to unforeseen circumstances, the event may be canceled or postponed, in this case, the paid delegate(s) Corsol International will process & refund the full amount, less the bank/service charges up to 5 % or less.

8) While all topics shown in this brochure will be covered in the course, the facilitator/instructor reserves the right to restructure and delivers them in a different order or sequence.

6) The client is considered aware of all the above terms and conditions, as they sign on this registration form & Corsol International will not be responsible for any expectation or monetary loss as indicated above.

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