



## Advanced Skills of Office Work Management & e-Secretariat

Date	Venues	(\$)Fees	Book your seat
15 Dec -19 Dec 2024	Kuala Lumpur	3300	<a href="#">Register Now</a>

### Course Overview

This popular training program offers you the opportunity to develop the key Office Work Management and E-Secretariat that are essential to your success as a PA and Secretary. You will learn how to plan and organize efficiently and to proactively contribute to the successful achievement of your personal goals.

### Course Objective

- Learn how to choose positive results and eliminate negatives
- Communication techniques
- Organize your time and work commitments more effectively
- Break through gender barriers by understanding where they come from and how to overcome them

### Who Should Attend?

Administrative support staffs who want to focus on their relationship to their role, their responsibilities and their challenges.

### Course Outline

- Self-awareness
- Getting results by being
- Communication skills
- Assertiveness

### Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays

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