



Integrated Skills of the Directors of Offices

Date	Venues	(\$)Fees	Book your seat
14 Jan -18 Jan 2024	Kuala Lumpur	3300	Register Now

Course Overview

Learn how to choose positive results and eliminate negatives and communicate with others and techniques to organize your time and work commitments more effectively.

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

