



## Integrated Skills of the Directors of Offices

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

## 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

