

# CONVICING BUSINESS COMMUNICATION SKILLS FOR PROFESSIONAL ADMINISTRATIVE



## COURSE OVERVIEW

A Professional Administrator is a business coordinator who is central to all the different business processes in the organization. The primary function is to manage the flow of information between the different areas or modules of the business.

## OBJECTIVES

- Responsible for assisting the director of a company or department with various initiatives and objectives
- Assist director and other managerial staff
- Manage administrative functions to ensure smooth and efficient operations of the organization.
- Support the organization's strategic alliances and partnership
- Ensure performance goals are met and set
- Participate in strategic planning

## COURSE OUTLINE

- Module 1: English Grammar for Business Conversation
- Module 2: Guidelines to Conducting Effective meetings
- Module 3: Business Meeting Skills
- Module 4: Business Presentation Skills
- Module 5: The Purpose of Speaking
- Module 6: Business Writing Skills
- Module 7: Interpersonal Negotiating Skills

## TARGET AUDIENCE

Company Secretary, Professional Administrator, Assistant Managers, Executive, Administrator and those who deal with stakeholders for Administrative Purposes.

## COMFORI SDN BHD

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