

[ADMINISTRATIVE SERIES]

OFFICE ADMINISTRATIVE SKILLS AND PRACTICES



COURSE OVERVIEW

This comprehensive two (2) Day programme will help the Office Manager, Administrator or Secretary to excel in their scope of work. The basic emphasizes the need to perfect interpersonal and behavioural skills, to ensure staying in control and on top of every one of their said responsibilities.

In addition, participants will trained to enhance both organizational and personal impact.

COURSE OBJECTIVES

- Learn how to prioritise and cope up with multiple tasks
- Learn how to think as a manager – planning, making decisions and solving problems
- Learn how to improve their communication skills to enhance their relationships
- Learn how to manage your thoughts and feelings and improve self-confidence
- Learn how to be assertive and therefore more effective in the workplace.
- Understand and develop intrapersonal and interpersonal skills.

COURSE OUTLINE

- Module 1: Taking Control of Your Work Life
- Module 2 : Essential Administrative and Communication Skills
- Module 3 : Developing as a Professional
- Module 4 : Self-Empowerment and Self-Management

TARGET AUDIENCE

Office Managers
Administrators
Secretaries
Personal Assistants

COMFORI SDN BHD

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If you have any enquiries,
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