

TOWARDS SECRETARIAL EXCELLENCE



OVERVIEW

Every organisation needs effective secretaries to assist bosses in their daily workloads and personal tasks .

The market challenges these days require super secretaries and not ordinary assistants to provide supporting services to bosses.

Bosses need these assistants to restore balance and ease work pressure. Simply hiring an assistant may not meet a boss's work expectation . Every boss needs an effective and intelligent secretary to take over his routine tasks and share his work load. A smart secretary knows how to manage herself as well as manage her own boss. A lousy secretary on the other hand will bring ill effects to the boss.

Secretaries need to upgrade themselves to stay competitive in order to help bosses achieve their goals. Achieving secretarial excellence is a must do commitment for all these valuable assistants to bosses.

WORKSHOP OBJECTIVES

- To enhance the competencies of secretaries for maximum work effectiveness
- To equip these important assistants with good business skills to lessen bosses' work burden
- To be important assistants and team players, not ordinary subordinates.
- To produce a team of effective and intelligent secretaries to meet market needs
- To raise ability in helping bosses to achieve company's objectives

WHO SHOULD ATTEND?

- Secretaries, Personal Assistants and Administrative Assistants.
- Level of understanding : Intermediate
- A good refresher course for senior secretaries, senior personal assistants and administrators



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