

BRILLIANT SECRETARY WOW THE COMPANY



OVERVIEW

Any busy secretary or PA will know how challenging it is to work with a variety of management styles while juggling competing and conflicting priorities. As the economy tightens, businesses are seeking ways to be more competitive in the market and many find training their employees in the basics of etiquette can pay off in the long run.

OBJECTIVES

- Build Self Confidence in Business and Social situations
- Broadening Global awareness
- To be proactive and multi tasking
- To improve their communication skill

COURSE OUTLINE

- Corporate Image & Social Etiquette (Tampil Begaya Dengan Imej Professional)
- Professional Communication & Interpersonal Skills (Peningkatan Kemahiran Diri)
- Human & Nature (Lumrah Kehidupan)
- Manner & Etiquette (Tata Tertib dan Adab Sopan Di Meja Makan)
- The Need For Personal Development (Peningkatan Jati Diri)
- Enhancing Proper Diet (Kepentingan Pengambilan Makanan Seimbang)

WHO SHOULD ATTEND?

- Secretaries and Personal Assistants
- Front liner staff
- Admin Staff
- Executive



COMFORI SDN BHD

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