

EFFECTIVE ADMINISTRATIVE & MULTI-TASKING IN ORGANIZATION



OVERVIEW

Today's office administration is very challenging with the changes in economy, working style and nature of work. Office administrator, departmental, operation and production clerk must understand their role is not only to make things happen but must also emphasis on the cost in making thing happen, beside, understand the characteristic of the people he or she dealing with in order to give the best of their service and meeting the Organisation Objectives. In achieving the task objectives, office administrator also need to know how to do multitasking by task prioritization, practice good communication and managing interpersonal skills. To achieve targeted results, administrator & clerk must know how to managing their work and self. The course will help to develop vital habits and key administrative skills to increase productivity and efficiency.

OBJECTIVES

- Be an Effective Office Staff- Achieve Boss Expectations!
- the super administration professional - increase administrative work productivity and performance
- dealing with different situations
- stay focused on task

COURSE OUTLINE

- Administrator Self- Management & EI
- Introduction to Multitasking & Benefits
- Setting & Managing Multiple Priorities
- Multitasking Toolkit
- Managing Stress & Conflict in a Multitasking Environment

WHO SHOULD ATTEND?

This workshop is geared for anyone who has to juggle with administrative task, multiple tasks and conflicting priorities under resource-constrained conditions. This may include individual contributors, project managers, program managers, and administrative support personnel.



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