

DEVELOPING EFFECTIVE PERSONAL ASSISTANTS & SECRETARIES

Administration
and Customer
Service
Series

OVERVIEW

Every organisation needs personal assistants and secretaries to assist bosses in their daily workloads and personal tasks . 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 personal assistant or secretary to take over his routine tasks and share his work load. A smart personal assistant or secretary knows how to manage herself as well as manage her own boss. A lousy personal assistant or secretary on the other hand will bring ill effects to the boss.

Continuous improvement in the competencies of these important assistants is a must have ability in this competitive economy. Regular trainings of these assistants sharpen their business and organisational skills and subsequently improve their work effectiveness. Their competencies will certainly lessen the bosses daily burden from multi tasks and work pressure.

WORKSHOP OBJECTIVES

- To enhance the competencies of personal assistants and secretaries for maximum work effectiveness
- To equip these important assistants with good business skills to lessen bosses' work burden
- To be an important assistants and team player, not ordinary subordinates.
- To produce a team of effective and intelligent personal assistants and secretaries for business growth
- To raise ability to help bosses to achieve company's objectives

WHO SHOULD ATTEND?

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

If you have any enquiries, please contact
+60 (3) 56213630 or
email: info@comfori.com


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