

**SBL CLAIMABLE**

# 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 multitasking
- To improve their communication skill
- To know how to behave properly at social and business functions
- Support management in inspiring shared vision of the organization

## COURSE OUTLINE

- Module 1: Corporate image & social etiquette (Tampil bergaya dengan imej professional)
- Module 2: Professional communication & interpersonal skill (peningkatan kemahiran diri)
- Module 3: Human & nature (lumrah kehidupan)
- Module 4: Manner & etiquette (tata tertib dan adap sopan di meja makan)
- Module 5: The need for personal development (peningkatan Jati Diri)
- Module 6: Enhancing the proper diet (kepentingan Pengambilan Makanan)



## WHO SHOULD ATTEND?

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

For any ladies would like to improves themselves and willing to go EXTRA MILES



**COMFORI SDN BHD**

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