

SBL CLAIMABLE

THE ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS & SECRETARIES

OVERVIEW

In this ever evolving economic environment, all of us need to make strategic revolution to excel in our duties and responsibilities to remain relevant and excel to keep pace with the society demands and live up to our superior expectations.

The dynamics of the global business world is changing so fast that we will be left behind if we do not evolve and chart a new direction of competing in the global market.

OBJECTIVES

- Become a multi-tasking employee
- Effectively manage your time
- communicate diplomatically and effectively
- Make Strategic changes to continuously improve
- Make continuous improvements to pursue excellence
- identify and handle difficult peers and subordinates

COURSE OUTLINE

- Critical Success Factors towards High Performance
- Managing your career path & direction
- Know your KSA (Knowledge, Skills and Attitude)
- Leverage your KSA and Improvise
- Effective Communication for "Win-Win" Outcomes
- Managing Difficult Personalities



WHO SHOULD ATTEND?

- Clerk
- Administrative Assistants
- Administrative Executives
- Office Administrators
- Secretaries
- Personal Assistant
- Frontlines



COMFORI SDN BHD

E-02-03, East Wing,

Subang Square Business Centre Jalan SS15/4G,
47500 Subang Jaya, Selangor Malaysia

If you have any enquiries, please call us at
03-56213630 OR email to **info@comfori.com**

