



Executive Secretary & PA Workshop

Climbing the Ladder of Success with “LOVE”

21st & 22nd May 2013 ,Hotel Istana Kuala Lumpur

Overview

Work of secretaries or personal assistants (PAs) has been revolutionalized with the current trend of globalization and ‘multi-tasking’ in view of corporate restructuring and/or down-sizing. Much is expected from them in view of coping up with the business pressures and market demands.

Due to the time constraint, unfortunately less attention is given to the secretaries and PAs in providing sufficient knowledge and relevant skills allowing themselves to be empowered in facing the multi-dimensional demands of the boss(es) as well as the organizations in general.

This interactive training session will focus on providing relevant knowledge and skills with the application of contemporary tools in enhancing secretaries’ and PAs’ personal skills in view of loving their jobs, better managing their boss(es) and the business in general.

Objectives

Apart from finding LOVE in their career, at the end of this programme participants will be able to achieve the following objectives:-

- Understand the type of boss(es) they are working with and formulate an effective action plan to suit the relevant needs of the boss(es).
- Appreciate positively the pressures experience by the boss(es) and learn relevant ways to turn the pressures into opportunity in enhancing their personal management skills.
- Learn the multi-dimensional skills as a foundation in facing the multi-dimensional challenges and demands.
- Apply the relevant contemporary ways and tools in view of creating and sustaining a career-advancing relationship with the boss(es).
- Experience the enjoyment of managing the boss(es) so that he/she will become the resource for secretaries’ achievement, accomplishment and personal success and above all LOVE the job to the maximum!

WHO SHOULD ATTEND?

- Office Managers
- Private Secretaries
- Support Officers
- Office Administrators
- Personal Assistants
- Executive Secretaries
- Departmental Secretaries
- Administrative Assistants

Gift Sponsors

