



Overview

Contrary to the common misconception about the role of secretaries or personal assistants (PAs) as errand runners; PAs have evolved to be the backbone of successful business and famous people. These businessmen and women utilize their PAs skills to maximize their own productivity. Sometimes some PAs become the most trusted companions of these individuals that they are also given the responsibilities to handle the personal and family affairs as well. With the importance of being the right hand of the boss and the value that PAs offer, PAs need to be well equipped with additional, beyond secretarial skills and strong attributes.

Asian World Summit brings you “2nd Annual Secretarial Workshop” that aims to revolutionize the office profile, equipping PAs with the skills and attributes to build credibility and increase influence.

Take away with you skills and strategies on:

- Enhancing your role as the gatekeeper
- Leveraging on Emotional Intelligence to improve productivity
- Contributing in building a successful corporate team
- Initializing change and influencing behavior for organizational development
- Minimizing conflict and maximizing cooperation through Psychological Contract

Style & Tempo of the Workshop

The workshop is a ‘working’ event. Working sessions will be balanced between ‘telling’ and ‘testing’. ‘Telling’ will be accomplished by short lectures while ‘testing’ through interactive games involving the group. The ‘testing’ is designed to increase the interaction of the delegates and to embed the delivered content through an appropriate exercise.

Pre-Course Questionnaire

We go an extra mile to ensure that the attendees return to their workplace with new ideas and new enthusiasm to continue to offer exceptional assistance to managers, colleagues and staffs. Pre-course questionnaire enables us to provide a tailored training according to your needs and expectations.

The Workbook

A standard Workbook will be provided for each delegate throughout the workshop. The Workbook will set out each working session throughout the workshop and allow the attendee to track the objectives of the session, the outcomes and what the attendee has learned from that session.

WHO SHOULD ATTEND?

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

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TEMPTationS