



Website : [www.bcdbh.org](http://www.bcdbh.org)

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## Administrative Secretarial and Office management

Date	Venues	(\$)Fees	Book your seat
22 Dec -26 Dec 2024	Kuala Lumpur	3150	<a href="#">Register Now</a>

### Course Overview

In this course you will learn the essential tools and techniques in Administrative Secretarial and Office management that will make you successful and develop your confidence and ability to deal with a wide range of challenging situations.

### Course Objective

- Identify the qualities that make a Personal Assistant successful
- Improve your efficiency in your daily tasks
- Take on increased responsibility within your team
- Communicate with managers and colleagues more assertively
- Deal positively with difficult situations

### Who Should Attend?

Administrative Secretarial and Office management, executives secretaries and office professionals who want to develop their professional skills to manage their responsibilities more effectively.

### Course Outline

- Understand the Role and Qualities of a Good Personal Assistant
- Build a Successful Partnership with your Boss
- Improve your Time Organization and Efficiency
- Handling Difficult Situations Confidently
- Taking Control and Increased Responsibility

### Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation