



Website : www.bcdbh.org

0097337256803

info@bcdbh.org

Advanced Skills of Office Work Management & e-Secretariat

Date	Venues	(\$)Fees	Book your seat
07 Dec -11 Dec 2025	Kuala Lumpur	3150	Register Now

Course Overview

This popular training program offers you the opportunity to develop the key Office Work Management and E-Secretariat that are essential to your success as a PA and Secretary. You will learn how to plan and organize efficiently and to proactively contribute to the successful achievement of your personal goals.

Course Objective

- Learn how to choose positive results and eliminate negatives
- Communication techniques
- Organize your time and work commitments more effectively
- Break through gender barriers by understanding where they come from and how to overcome them

Who Should Attend?

Administrative support staffs who want to focus on their relationship to their role, their responsibilities and their challenges.

Course Outline

- Self-awareness
- Getting results by being
- Communication skills
- Assertiveness

Training Methodology

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