



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

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## Integrated Skills of the Directors of Offices

Date	Venues	(\$)Fees	Book your seat
13 Jul -17 Jul 2025	Singapore	3150	<a href="#">Register Now</a>

### Course Overview

Learn how to choose positive results and eliminate negatives and communicate with others and techniques to organize your time and work commitments more effectively.

### 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