

Secretaries & Administrative Training (SEC)

The secretary and the administrative staff occupy pivotal role in the daily office routine of the manager. Projecting the image of the boss as well as the company, she/he basically functions as the manager's extension arm relieving him/her of certain administrative tasks and trivial chores. Occasionally, the secretary finds roles like communication center, personal adviser, sartorial consultant, travel arranger, interior decorator, protocol officer, and a host of other concerns.

Given these varied duties and roles, the company needs to continually provide training and support to enhance the skills and personality of secretaries and administrative staff.

This seminar includes discussions and exercises for imparting knowledge, values and skills in areas such as managerial support, office communication, decorum, and physical projection.

Objectives: By the end of the workshop the participant will have acquired the proper secretarial and administrative norms, behavior and work techniques plus the attitude of continuous self-improvement.

Agenda:

- Effective Office Communication
- Taking Minutes of Meetings
- Office Protocol
- Telephone Etiquette
- Relating with foreign Guests
- Personality Projection
- Behaving in a Company Party
- Fine Dining
- Health Maintenance



Who should attend: Secretaries, Clerks, Administrative Supervisors & Staff, Executive Assistants, etc.

Seminar Fee: P10,700 + P1,284 VAT

Number of days: 2

Facilitator: Tita D. Milan

Seminar Dates: Feb 4-5'20,

April 23-24'20, Jun 29-30'20, Aug 19-20'20, Oct 13-14'20, Dec 9-10'20