EFFECTIVE MANAGEMENT for SECRETARIES, PAs, & ADMINISTRATORS

NATIONALLY RECOGNISED & INTERNATIONALLY ACCREDITED

OVERVIEW

The Effective Administration programme is a high impact program for personal assistants and secretaries to enhance their capacity for multitasking, back to back administration and management support services that ensure organizational efficiency.

This programme which focuses on key organization, communication, and time management skills aims to help participants create and manage the right working office environment whilst ensuring that organizational goals are met.

WHAT YOU WILL ACHIEVE

Upon the completion of this course, you will be able to:

- Understand the responsibilities and challenges you will face in your role and gain the knowledge, skills and techniques to deal with them confidently.
- Develop the communication skills that are key to building trust and lasting professional relationships.
- Recognise your own management style and learn how to adapt it to influence others effectively and credibly.
- Add value to your organisation's management team by learning how to use new and essential management tools.

WHAT YOU WILL LEARN

Module 1: The Concept of Effective Management

- Managing self, time, priorities, pressures and stress
- Effective planning, scheduling and organizing
- Event management
- Effective delegation

Module 2: Effective Communication & Presentation

- Effective motivation
- Effective negotiation
- Effective handling of conflicts
- Problem solving & decision-making

TRAINING FEE

USD 2,150 / programme

Group Discount:

- 2-4   pax : 2.5%
- 5-7   pax : 5%
- 8-10   pax : 10%
- 11-13 pax : 15%
- 14-16 pax : 20%

***All prices are VAT inclusive.**

Fee Includes:

- 5-Day Training
- Nationally Recognized and Internationally Accredited Certificate of Completion
- Module Notes and Stationary
- Tea/Coffee Breaks
- Working Lunches

Note: all other expenses are to be borne by participants.