

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

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

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.

Training Language:

EN / AR

Training Methodology:

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

Venue | Date | Fees

Jubail | 02-02-2025 | 17,250 SAR
Riyadh | 13-04-2025 | 17,250 SAR
Khobar | 20-07-2025 | 14,375 SAR