

Course Overview:

This workshop will give new administrative assistants tools that will make them that person that the office can't live without. Experienced administrative assistants will learn new tools that will make them more efficient and valuable than ever.

Course Objective:

- Getting Organized
- Manage their time more effectively
- Prioritize their time so they can get it all done.
- Complete Special Tasks
- Verbal Communication Skills
- Non-Verbal Communication Skills
- Empowering Yourself
- Deal better with their managers
- Taking Care of Yourself is a priority

Course Outline:

Dealing with Email
Managing Electronic Files
Keeping Track of the Paper Trail
Keeping Your Workspace Organized
Managing Time
Maintaining Schedules
Prioritizing
Goal Setting
Planning Small Meetings
Planning Large Meetings
Verbal Communication Skills
Non-Verbal Communication Skills
Empowering Yourself
Working with Your Manager
Influencing Skills
What to Do in Sticky Situations
Stress Management
Dealing with a Heavy Workload

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

Khobar | 08-10-2023 | 10,350 SAR

ONLINE | 08-10-2023 | 7,475 SAR

Riyadh | 10-12-2023 | 10,350 SAR