



Making the EXECUTIVE SECRETARY Exceptional

Course Description

This workshop aims to address queries regarding proper secretarial, effectively managing time while completing administrative tasks. This workshop's purpose is to enhance the skills, skills, attitudes and knowledge of executive secretaries that play an important role in any organization.

Course Topics

- Basic Communication Skills
- Aggressiveness vs. Assertiveness
- Working with People
- Handling your Administrative Work
- Setting your Priorities
- Using your tools:
- Effective Time Management
- *and so many more topics*

Course Duration

2 days

Interested individuals may contact our team through the details mentioned below.

This course is offered by:



**ACTVET Licensed Training Provider
License No. 0602/2016**

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