



Asia Masters Center

The Senior Secretary Development Program



The Senior Secretary Development Program

➔ Course Objective

- Give you a ‘brain train’ to improve your effectiveness at work
- Improve your reading and note-making skills
- Develop useful note-making skills and show how to link these to your reading
- Teach you to use and apply simple memory systems
- Build your self-esteem and confidence when dealing with teams, individuals and difficult problems and situations
- Show you ways to manage your time and plan for results

➔ Target Audience

- Anyone involved in the operational supervision of an office environment
- Secretaries and administrative support personnel needing to develop superior performance in their working environment
- Senior Personal Assistants
- Senior Secretaries

➔ Course Outline

- DAY 1
 - Personal Effectiveness – Part I
 - Your Brain Skills: The Brains behind a Business
 - Thinking about reading (and identifying your current skills)
 - How to be a ‘successful’ reader
 - Reading strategies: the theory
 - Thinking about note-making
 - How to make notes quickly and effectively using mind mapping
 - Practice using mind mapping

- DAY 2
 - Personal Effectiveness – Part II
 - Reading at work
 - Combining Fast Reading and Mind Mapping skills to increase effectiveness
 - Memory magic: Introduction to Memory systems
 - Memory linking
 - Memory journeys
 - Remembering names and numbers
 - Memory at work

- DAY 3
 - Effective Inter-Personal Communications
 - Barriers – and their solutions
 - Body Language/building rapport
 - Keys to relationships
 - Self image and self esteem
 - Getting your point across: know what to say and when to say it
 - Managing feelings; managing other people
 - Listening and questioning

- DAY 4
 - Time Management, Planning & Problem Solving
 - Results-orientated time management
 - Outcome planning for better results
 - Can anyone be creative?
 - Practical approaches to problem solving
 - Prioritisation and Planning Periods
 - Getting things done
 - Identifying and dealing with time-wasters

- DAY 5
 - Your Personal Skills-set: Putting It All Together
 - Your role and job in the context of any organization
 - Using Core Skills in the real world
 - Thinking and working in groups
 - Better Meetings
 - How to change habits of a lifetime

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null