



Asia Masters Center

Professional Skills for Administrators and Secretaries





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➔ 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

- Secretaries and administrators wanting to raise their efficiency levels, improve their effectiveness and develop skills that will help their career-development
- People working in an office role supporting management and/or working in project teams
- Anyone wanting to develop their practical skills and personal strengths to help them succeed in an office environment



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



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➤ 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.



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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