

## Enhancing Core Skills for Administrators & Secretaries

*Kuala Lumpur (Malaysia)*

*4 - 8 November 2024*

UK Training

**PARTNER**



## Enhancing Core Skills for Administrators & Secretaries

Code: SA28 From: 4 - 8 November 2024 City: Kuala Lumpur (Malaysia) Fees: 3900 Pound

### Introduction

The role of Administrators and Secretaries require many of the same skills as senior staff in an organisation. They are the persons in charge of the organisation's correspondence, and are very often the first point of contact for visitors. Therefore, they must display a highly professional image at all times.

This training course provides Administrators and Secretaries the skills to perfect their interpersonal and behavioral skills, to ensure they stay in control and on top of their responsibilities. Participants will be able to return to the workplace with the skills, knowledge and behavior to organize themselves more efficiently and to handle all the situations effectively, positively and confidently.

### Course Objectives of Enhancing Core Skills for Administrators & Secretaries

- Understand the importance of effective administration skills within an organisation
- Develop the skills needed to be an administrator or professional secretary
- Manage time efficiently and be able to think proactively
- Enhance communication and interpersonal skills
- Develop self-management and deal with time wasters
- Understand how to be assertive and build a good rapport with your manager
- Employ a proactive role in handling job responsibilities within a team environment

### Enhancing Core Skills for Administrators & Secretaries Course Outlines

#### Day 1

##### Effective Time Management

- Understanding the importance of time management
- Controlling, prioritizing and organizing your work
- Coping with large tasks
- Ensuring the safety and efficiency of your work environment
- Basic project management
- Taking control

#### Day 2

##### Improving Communication Skills

- Why are communication skills so important?
- Understanding the different means of communication in business

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

- Using vocabulary that works
- Writing effectively
- Improving listening skills
- Being aware of the barriers to good communication

### Day 3

#### Assertiveness Skills

- What is assertiveness and why is it important?
- Developing confidence in order to use assertiveness skills
- Understanding gender differences
- Practical advice to using assertiveness skills in your work environment
- Coping with stress

### Day 4

#### Successfully Working with Managers and Colleagues

- Why is this important?
- Learning ways to manage your manager
- Coping with different personalities and working styles
- Understanding your own strengths and areas for improvement
- Learning to delegate effectively

### Day 5

#### Organising and Planning for Superior Performance

- Setting challenging performance goals
- Putting Key Performance Indicators KPIs to work
- Utilizing planning strategies and forward thinking
- Prioritizing objectives
- Personal action planning

UK Training

**PARTNER**



## Blackbird Training Cities

### Europe



Podgorica (Montenegro)



Stockholm (Sweden)



Lyon (France)



Birmingham (UK)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland)



Sarajevo (Bosnia and Herzegovina)



Málaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)

### USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami (USA)



New York (USA)



Malta (Malta)



Toronto (Canada)



## Blackbird Training Cities

### Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia )



Bangkok (Thailand)



Beijing (China)



Moscow (Russia )  
(Malaysia)



Singapore (Singapore )



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

### Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Agile  
Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Refinement

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

