

## The Essentials of Secretary Skills

*Kuala Lumpur (Malaysia)*

*27 - 31 January 2025*

UK Training

**PARTNER**



## The Essentials of Secretary Skills

Code: SA28 From: 27 - 31 January 2025 City: Kuala Lumpur (Malaysia) Fees: 4200 Pound

### Introduction

This course gives essential and in-depth practical techniques that will enable you to excel in your workplace. In this course, you will learn multi-disciplinary best practices such as how to be a better business writer and a master communicator. This course also focuses on the importance of providing exceptional internal and external customer service and the impact of doing this. Moreover, you will thoroughly have the chance to discuss the effects of stress at the workplace and ways to turn stress into an advantage. You will also learn how mastering your effective usage of time will inevitably enhance your productivity and lower your stress level. Another topic you will delve into is organizing and running an effective and professional meeting. Finally, you will learn in detail, how you can improve your phone handling capabilities.

### Course Objectives of The Essentials of Secretary Skills

- Define and understand the role of the office manager and administrator
- Implement verbal and written communication strategies needed for carrying out responsibilities in an effective manner
- Develop a service attitude and mindset aimed at the internal and external customer
- List the main causes of stress and apply the techniques needed to control them
- Apply time management techniques required for better office productivity
- Organize meetings effectively
- Handle telephone calls properly and professionally

### The Essentials of Secretary Skills Course Outlines

#### Day 1

##### The role of the office manager and administrator

- Perception versus reality
- The 3Ds of successful administrators: dramatically and demonstrably different
- Competencies required for success
- What it takes to be a 'star' at work
- Identifying your role

#### Day 2

##### Effective verbal and written communication skills

A graphic of a chessboard with several chess pieces (pawns and a king) on it, set against a background of concentric circles.

UK Training  
**PARTNER**

- Improving credibility and gaining recognition
- Importance of having a positive attitude
- Being assertive
- Selling your ideas to the boss, colleagues, subordinates, and clients
- Preparing a professional presentation
- What constitutes professional business writing
- Style and layout
- Obtaining your objective with the reader
- Expectations of readers

#### Serving the internal and external customer

- Understanding the needs of internal and external customers
- Removing services barriers
- Providing excellent service
- Breaking down the silo mentality
- Handling complaints

#### Day 3

##### Stress management techniques

- Causes and symptoms
- Identifying your stressors
- How stress affects performance
- Formulating a comprehensive stress management plan

##### Managing time

- Identifying and eliminating time wasters
- Setting goals and priorities
- Using measures to control and improve your effectiveness
- Planning and managing time for self and others
- Preparing time logs and learning from them

#### Day 4

##### Organizing meetings

- Elements of an effective meeting
- Preparing the agenda
- Meeting common time wasters
- Taking minutes of meetings
- Responsibilities of meeting leaders and participants

#### Day 5

##### Using the telephone properly

- Professional telephone behavior

UK Training  
**PARTNER**



- Rules for good listening
- Steps in the professional handling of an incoming call
- Dealing with difficult callers
- Identifying common phone problems and formulating solutions

UK Training  
**PARTNER**





## Blackbird Training Cities

### Europe



Copenhagen (Denmark)



Sarajevo (Bosnia and Herzegovina)



Málaga (Spain)



Cascais (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)  
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Los Angeles (USA)



Florida (USA)



Online



Phoenix (USA)



Texas (USA)



Boston (USA)



Washington (USA)



Miami (USA)



New York (USA)



Toronto (Canada)

### USA & Canada

UK Training  
**PARTNER**

## Blackbird Training Cities

### Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia)



Bangkok (Thailand)



Beijing (China)



Singapore (Singapore)  
(Kuwait)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Jakarta (Indonesia)

### Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)





## Blackbird Training Clients



UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

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 Elevation

### 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**

The image features a chessboard graphic with several chess pieces (a king, a pawn, and a knight) on a checkered surface. The text 'UK Training PARTNER' is overlaid on the board, with 'PARTNER' in a larger, bold font.