Essential Management Skills for Secretaries and Administrators

CODE: AS013

2023

KNOWLEDGE TREE
INTERNATIONAL INSTITUTE LLC

Essential Management Skills for Secretaries and Administrators

AS013

For Administrators who have transitioned into management or who want to do so, this training course is crucial. The course offers the guidance and assistance required to execute such a shift successfully and efficiently.

Although desirable, transitioning into management for Administrators can be difficult. Such a change calls for a different knowledge and perspective. To be able to lead, develop, and manage people, delegates will receive assistance in developing the managerial abilities.

Learning Objectives

The goal of attending the training course is to enable delegates to:

- Recognize your Leadership Style and distinguish between Leading and Managing
- Communicate in a way which encourages motivation and Enthusiasm
- Use Coaching, Mentoring, Regular Performance Management meetings and Appraisals as Tools for Development
- Use practical Time Management Skills for Scheduling, Planning and Prioritizing Work
- Manage Conflict in a Team Environment
- Effectively handle the Challenges of Working in Busy and Challenging Environments

Who Should Attend?

This highly interactive training course is suitable for a range of professionals but is especially relevant for:

- Ambitious Executive Secretaries and Personal Assistants
- Newly Appointed Managers or Managers in their first couple of years of managing
- Supervisors and Team Leaders
- Office Manager

Course Format:

Face-to-Face

Location: Canada/ UK/Dubai/ USA

Locate Our Office:

USA - 9905 UNIVERSITY CITY BLVD, #462 CHARLOTTE NC, 28213.

CANADA - 670 HURONTARIO STREET, L5B IP3, MISSISSAUGA, CANADA.

HILTON LONDON OLYMPIA 380 KENSINGTON HIGH ST. LONDON W148NL UNITED KINGDOM

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CALL US:

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Schedule and Fees:
$3,950.00 Fees + VAT as applicable
(including coffee breaks and a buffet lunch daily)

Duration: 10 Days

Dates:
31st July – 11th August, 2023
4th – 15th December, 2023