Effective Secretarial Skills Course

About

The Effective Secretarial Skills course equips participants with essential competencies for success in secretarial and administrative roles. Topics include organizational skills, communication techniques, time management, and office technology proficiency. Through practical exercises and expert guidance, participants learn to enhance productivity and support organizational efficiency effectively.

Objective

The Effective Secretarial Skills course aims to equip participants with essential competencies for success in secretarial and administrative roles. Participants will improve organizational skills, enhance communication techniques, master time management, and develop proficiency in office technologies to support organizational efficiency.

Content

- Introduction to Secretarial Roles
- Organizational Skills
- Communication Techniques
- Time Management Strategies
- Office Technology Proficiency
- Handling Confidential Information
- Problem-Solving and Decision-Making
- Professional Development and Networking
- Practical Exercises and Role-Playing
- Review and Assessment

Prerequisite

- Working knowledge of English language (Read, Write, Speak)

Exam & Certification

- KHDA certificate is awarded upon successful completion of the course.