

SUPER DUPER SECRETARY!

(OFFICE MANAGEMENT & SECRETARIAL SKILLS)



29-30 APRIL 2019

KUALA LUMPUR



INTRODUCTION

The mission of a Secretary performance 2018 challenge is to unify secretary in this region, and enable them to foster excellence in administrative and secretarial training and development. Ensuring the boss always looks good is never easy. As the assistant to the boss, you need to ensure they are on time for every single appointment, has all the relevant information with them updated on every single task that is happening in the office.

PROGRAMME OUTLINE

- Module 1 Developing Your Presence
- Module 2 Boss-Secretary Relationship: Making It Work
- Module 3 Creativity at Work
- Module 4 Success Strategies in the New Millennium
- Module 5 Building Etiquette for Professional Relations
- Module 6 Your Personal vs Professional Branding

OBJECTIVE

- Be inspired and empowered to 'Go Ahead'.
- Become more proactive and develop skills in making a greater contribution to your bosses.
- Manage and project a good image of themselves.
- Create awareness in setting goals for their personal development.
- Manage office staff more effectively.
- Improve personal credibility and image.

TRAINER PROFILE

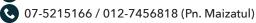


RINA BAHA is a Certified Professional Image Consultant, an internationally Certified Color Analysis Consultant from By Ferial Training & Image Consulting, Australia, SWET Advancement Centre Sdn Bhd and APIP Malaysia.

She has vast experience in the Office Management, Administration and Secretarial profession whereby she spent 24 years working with The New Straits Times Press (M) Berhad, Arab Malaysia Berhad, Park May Berhad, Faber Group Berhad and Khazanah Nasional Berhad.

Graduated in Human Resource Management from Institute of Human Resource Management (MIHRM), Executive Secretaryship from Stamford College, a Professional Learning Facilitator by Take Charge Learning Facilitator System (PLF), Certified Trainer by HRDF, Certified Skin Care Product Trainer from Nu Skin Malaysia, an Internationally Certified Yoga Laughter Leader, Speaker & Motivator.





07-520 5725

maizatul@utmspace.edu.my



UTMSPACE is a Training Provider under HRDF (Reg. No. 0902)

REGISTRATION FORM

To confirm your registration, please complete this form including payment.

YES! Please register the following participant(s) for this course
I am interested but unable to attend. Please put me on your mailing list

Please tick (/) where applicable

Course Name : BE A SUPER DUPER SECRETARY! (OFFICE MANAGEMENT & SECRETARIAL SKIILS)

Date : 29 - 30 APRIL 2019

Venue : **KUALA LUMPUR**

Fee : **RM1050.00** per pax

RM950.00 per pax (3 persons and above from the same organisation)

Includes refreshment, course material & Certificate of Attendance
Please contact MS. MAIZATUL at 07-5215166 / 012-7456818 for special package
(more then 20 persons) and accommodation.

ETAILS OF PARTIC	IPANT ATTENDING THE COURSE	:			
No.	Name of Participant	Mobile No.	Email	NRIC (for HRDF claim)	Fee (RM)
ase attach a separa	ate list if necessary)				
ASPACE respects	the privacy of its customers with r	egards to personal data. For fut	her details, please visits: www.	utmspace.edu.my/pdpa ^{Total}	
NSORSHIP :	Self-Sponsored	Company-Sponsored			
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Contact Person	:		Co. Reg. No* *If applicable	:	
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Cancellations receive are not eligible for a r the organiser	d in writing 30 days prior to the prograr refund. However, substitute attendees ai s may necessitate substitutions or cance	nme are eligible for a refund, subject e welcome. Please note that the spea Illations of speakers and/or topics. As	to a 15% cancellation fee. Cancellat akers and topics are confirmed at th such UTMSPACE reserves the right	tions received less than 14 days from the dat time of printing. However, circumstances b to alter or modify the advertised speakers a	te of the programme eyond the control o nd/or topics.
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