



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

School of  
Professional and  
Continuing  
Education  
(SPACE)

# BE A 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.

-  Center for Professional Development, UTMSPACE Johor Bahru
-  07-5215166 / 012-7456818 (Pn. Maizatul)
-  07-520 5725
-  maizatul@utmpace.edu.my

**UTMSPACE**  
ESTD 1983

**HRDF Claimable**

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 SKILLS)**

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 than 20 persons) and accommodation.

## \*DETAILS OF PARTICIPANT ATTENDING THE COURSE :

No.	Name of Participant	Mobile No.	Email	NRIC (for HRDF claim)	Fee (RM)

(Please attach a separate list if necessary)

\*UTMSpace respects the privacy of its customers with regards to personal data. For further details, please visit: [www.utmspace.edu.my/pdpa](http://www.utmspace.edu.my/pdpa)

Total

SPONSORSHIP :  Self-Sponsored  Company-Sponsored

## INDIVIDUAL / COMPANY DETAILS (for issuance of invoice) :

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Co. Reg. No\* : \_\_\_\_\_

*\*If applicable*

Tel No. : \_\_\_\_\_ Designation : \_\_\_\_\_

Fax No. : \_\_\_\_\_ Email : \_\_\_\_\_

*Cancellations received in writing 30 days prior to the programme are eligible for a refund, subject to a 15% cancellation fee. Cancellations received less than 14 days from the date of the programme are not eligible for a refund. However, substitute attendees are welcome. Please note that the speakers and topics are confirmed at the time of printing. However, circumstances beyond the control of the organisers may necessitate substitutions or cancellations of speakers and/or topics. As such UTMSpace reserves the right to alter or modify the advertised speakers and/or topics.*

Authorised Signature\* : \_\_\_\_\_ Date : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

*\* Head of Department / Approving Manager*

Company Stamp

## MODE OF PAYMENT

### A. Cheque or Bank Draft

Cheque No. / Bank Draft No. : \_\_\_\_\_ Bank/ Branch : \_\_\_\_\_

**All crossed cheque / bank draft should be made payable to Account Name : UTMSpace**  
**Account Number : 8601518228 | Bank Name : CIMB Islamic Bank Berhad | Branch : UTM Skudai, Johor**

### B. Telegraphic Transfer / Local Order

Transaction Date : \_\_\_\_\_ Reference Number : \_\_\_\_\_

| Terms & Conditions Apply |

## FOR FURTHER INFORMATION, PLEASE CONTACT:

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