

 **29-30 MARCH 2021**
MELAKA

BE A SUPER DUPER SECRETARY!

THE PROFESSIONAL SECRETARIAL & OFFICE MANAGEMENT



OBJECTIVE

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

- 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.

FACILITATOR

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.



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!
(THE PROFESSIONAL SECRETARIAL & OFFICE MANAGEMENT)**

Date : **29 - 30 MARCH 2021**

Venue : **MELAKA**

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 / 012-7718270 for special package
(more than 20 persons) and accommodation.

*DETAILS OF PARTICIPANT ATTENDING THE COURSE :

Bil.	Name of Participant	Mobile No.	E-mail	NIRC	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

Total

SPONSORSHIP : Self-Sponsored Company-Sponsored

INDIVIDUAL / COMPANY DETAILS (for issuance of invoice) :

Organisation : _____

Address : _____

Contact Person : _____ Co. Reg. No.* : _____

Tel. No. : _____ * If applicable
Designation : _____

Fax No. : _____ E-mail : _____

Cancellations received in writing 30 days prior to the programme are eligible for 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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E-mail : maizatul@utmspace.edu.my | Contact Person : MS. MAIZATUL