

國29-30 MARCH 2021 **MELAKA**

BE A SUPER DUPER SECRETARY!

THE PROFESSIONAL SECRETARIAL & OFFICE MANAGEMENT



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.





CENTRE FOR CONTINUING EDUCATION, UTMSPACE JOHOR BAHRU

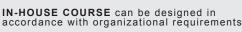


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YES! Please register the following participant(s) REGISTRATION FORM for this course To confirm your registration, please complete this form including payment. I am interested but unable to attend. Please put me on your mailing list Please tick (/) where applicable Course Name **BE A SUPER DUPER SECRETARY!** (THE PROFESSIONAL SECRETARIAL & OFFICE MANAGEMENT) Date 29 - 30 MARCH 2021 **MELAKA** Venue RM950.00 per pax (3 persons and above from the same organisation) Fee : RM1050.00 per pax Includes refreshment, course material & Certificate of Attendance Please contact MS. MAIZATUL at 07-5215166 / 012-7718270 for special package (more then 20 persons) and accommodation. *DETAILS OF PARTICIPANT ATTENDING THE COURSE: Name of Participant Mobile No. E-mail **NIRC** FEE (RM) (Please attach a separate list if necessary) Total *UTMSPACE respects the privacy of its customers with regards to personal data. For futher details, please visit www.utmspace.edu.my/pdpa 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. 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. ssitate 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 Date Signature³ Designation Name * Head of Department/ Approving Manager Company Stamp MODE OF PAYMENT A. Cheque or Bank Draft

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