

PA's, Executive Secretaries & Administrators Master-Class

Date: 21st – 23rd November, 2018

Venue: SANDTON, JOHANNESBURG

Workshop Overview

Today's Executive Secretary, Personal Assistant, Administration and Office Professionals are expected to be multi-skilled, dynamic members of the management team, providing support in the face of changing demands, challenges and expectations. As the demands of the job become more complex, Executive Secretaries, Personal Assistants, Administration and Office Professionals need to ensure they own the attitude, aptitude, skills & talent to match the evolving needs of their managers & organizations.

Attendance at this workshop will provide you with the knowledge and tools needed to optimize your own productivity, increase the effectiveness of your team & to manage an ever-increasing workload. It'll also look at managing stress, conflict, dealing with difficult & different personalities, as well as effective and efficient organising of small to large meetings and events amongst others.

For Registrations and information, contact:

workshops@thinkfast.co.za / 065 849 8614 / 072

Who should attend?

- Executive Secretaries
- Executive Assistants
- Personal Assistants
- Secretaries
- Office Administrators
- Office Managers

Accreditation is through OPSA.

A SAQA recognised body for all administrative assistants in RSA.

3 CPD POINTS



Revised Standard Reference For Secretaries And Administrators

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Revised Standard Reference for Secretaries and Administrators Jack Harold Janis, Margaret H. Thompson, 1980 Offers fundamental information on letter writing report preparation English usage information and finance management and postal regulations

Reference Manual for the Office Clifford R. House, Kathie Sigler, 1989 Prepare your students to enter the office workplace by strengthening their communication document formatting retrieval and mailing information processing and job search skills This valuable reference guide includes all important fundamentals and has been thoroughly revised and expanded to reflect the changes brought to the office by computers word processors and other technological innovations A new section on international business has been added to reflect the changing global business environment

Federal Register, 2013-12 **Annual Report - Administrative Conference of the United States** Administrative Conference of the United States, 1978 Federal Aviation Regulations United States. Federal Aviation Administration, 1986

Recommendations and Reports Administrative Conference of the United States, National Survey of Professional, Administrative, Technical, and Clerical Pay: Private Services Industries, March 1987 Francis W. Horvath, 1988 *The Annual Report of the Secretary of Commerce* United States. Department of Commerce, The first annual report submitted December 16 1913 being the eleventh annual report of so much of the former Department of commerce and labor as is now included within the Department of commerce contains an outline of the work of the department Another issue is dated 1914

Reports of the Department of Commerce. Report of the Secretary of Commerce and Reports of Bureaus United States. Department of Commerce, *United States Code* United States, 2013 The United States Code is the official codification of the general and permanent laws of the United States of America The Code was first published in 1926 and a new edition of the code has been published every six years since 1934 The 2012 edition of the Code incorporates laws enacted through the One Hundred Twelfth Congress Second Session the last of which was signed by the President on January 15 2013 It does not include laws of the One Hundred Thirteenth Congress First Session enacted between January 2 2013 the date it convened and January 15 2013 By statutory authority this edition may be cited U S C 2012 ed As adopted in 1926 the Code established prima facie the general and permanent laws of the United States The underlying statutes reprinted in the Code remained in effect and controlled over the Code in case of any discrepancy In 1947 Congress began enacting individual titles of the Code into positive law When a title is enacted into positive law the underlying statutes are repealed and the title then becomes legal evidence of the law Currently 26 of the 51 titles in the Code have been so enacted These are identified in the table of titles near the beginning of each volume The Law Revision Counsel of the House of Representatives continues to prepare legislation pursuant to 2 U S C 285b to enact the remainder of the Code on a title by title basis into positive law The 2012 edition of the Code was prepared and published under the supervision of Ralph V Seep Law Revision Counsel Grateful acknowledgment is made of the contributions by all who helped in this work particularly the staffs of the Office of the Law

Revision Counsel and the Government Printing Office Preface Index to Veterans Administration Publications United States. Veterans Administration,1971 Index is composed of 3 sections Basic classifications subject Current VA directives and Rescinded VA directives *Journal of Research of the National Institute of Standards and Technology* ,1991-10 **Code of Federal Regulations** ,1950 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries *The Weekly Underwriter* ,1919 New England Journal of Education ,1917 **Veterans Administration Publications Index** United States. Veterans Administration,1989 *The Shock and Vibration Digest* ,1984 Catalog of Copyright Entries. Third Series Library of Congress. Copyright Office,1971

Administration Procedures for Higher Secretarial Diplomas Lesley Jefferson,Sue Sealy,1999 This textbook covers the next level in administration after the Diploma in Administration and Secretarial Procedures It provides the underpinning knowledge for the higher diploma in Administrative Procedures qualification offered by RSA with up to date information in this area The Journal of Business Education ,1974

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Table of Contents Revised Standard Reference For Secretaries And Administrators

1. Understanding the eBook Revised Standard Reference For Secretaries And Administrators
 - The Rise of Digital Reading Revised Standard Reference For Secretaries And Administrators
 - Advantages of eBooks Over Traditional Books
2. Identifying Revised Standard Reference For Secretaries And Administrators
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Revised Standard Reference For Secretaries And Administrators
 - User-Friendly Interface
4. Exploring eBook Recommendations from Revised Standard Reference For Secretaries And Administrators
 - Personalized Recommendations
 - Revised Standard Reference For Secretaries And Administrators User Reviews and Ratings
 - Revised Standard Reference For Secretaries And Administrators and Bestseller Lists
5. Accessing Revised Standard Reference For Secretaries And Administrators Free and Paid eBooks
 - Revised Standard Reference For Secretaries And Administrators Public Domain eBooks
 - Revised Standard Reference For Secretaries And Administrators eBook Subscription Services
 - Revised Standard Reference For Secretaries And Administrators Budget-Friendly Options

6. Navigating Revised Standard Reference For Secretaries And Administrators eBook Formats
 - ePub, PDF, MOBI, and More
 - Revised Standard Reference For Secretaries And Administrators Compatibility with Devices
 - Revised Standard Reference For Secretaries And Administrators Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Revised Standard Reference For Secretaries And Administrators
 - Highlighting and Note-Taking Revised Standard Reference For Secretaries And Administrators
 - Interactive Elements Revised Standard Reference For Secretaries And Administrators
8. Staying Engaged with Revised Standard Reference For Secretaries And Administrators
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Revised Standard Reference For Secretaries And Administrators
9. Balancing eBooks and Physical Books Revised Standard Reference For Secretaries And Administrators
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Revised Standard Reference For Secretaries And Administrators
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Revised Standard Reference For Secretaries And Administrators
 - Setting Reading Goals Revised Standard Reference For Secretaries And Administrators
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Revised Standard Reference For Secretaries And Administrators
 - Fact-Checking eBook Content of Revised Standard Reference For Secretaries And Administrators
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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