

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:

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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

Emilie Sanchez



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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 Aviation Regulations United States. Federal Aviation Administration, 1986 **Federal Register** ,2013-12

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

Veterans Administration Publications Index United States. Veterans Administration, 1989 Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations for 2017: Statements of interested individuals and organizations United States. Congress. House. Committee on Appropriations. Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies, 2016 Journal of Research of the National Bureau of Standards ,1968 **The Bankers', Insurance Managers', and Agents' Magazine** ,1913 **Code of Federal Regulations** ,2001 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries The American Review of Reviews Albert Shaw, 1915 **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office, 1970 **The Publishers Weekly** ,1919 **Selected Water Resources Abstracts** ,1973 Federal Energy Regulatory Commission Reports United States. Federal Energy Regulatory Commission, 1998 **Hearings** United States. Congress. Senate. Committee on Commerce, 1972 Commerce America ,1977-07 *Fiscal Year 2001 Budget Request for the Technology Administration/National Institute of Standards and Technology Including Computer Security and E-commerce Initiatives* United States. Congress. House. Committee on Science. Subcommittee on Technology, 2000 *Journal of the House of Representatives of the United States* United States. Congress. House, 1974 Some vols include supplemental journals of such proceedings of the sessions as during the time they were depending were ordered to be kept secret and respecting which the injunction of secrecy was afterwards taken off by the order of the House **Technical News Bulletin of the National Bureau of Standards** United States. National Bureau of Standards, 1968

Revised Standard Reference For Secretaries And Administrators: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have captivated audiences this year. Revised Standard Reference For Secretaries And Administrators : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Revised Standard Reference For Secretaries And Administrators : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Revised Standard Reference For Secretaries And Administrators : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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