

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

**United States. Federal Energy
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