

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

G Psacharopoulos



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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

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National Oceanic and Atmospheric Administration Authorization Act of 1991 United States. Congress. House. Committee on Merchant Marine and Fisheries, 1991 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

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