

Modern Secretarial Practices

Nov 07 – 08, 2024

Venue: PIM, Karachi

Rs. 31,000/=

Course Description

To run a business efficiently a lot of effort goes behind the scenes at the office. There are multiple activities that are needed to be performed simultaneously to ensure coordination, cooperation, supervision, and control. The executive secretary works with high ranking officials of the company and can be viewed as a connecting link between the Executive officials, operational level employees, and clients. These duties require the presence of dedication, confidentiality, administrative skills, and multi-tasking elements within the personnel. Companies appoint executive secretaries to execute these duties to support the daily functions of a business.

LEARNING OUTCOMES

You will be able to:

- Understand to the key skills of executive assistant
- Support the executive more effectively
- Increase confidence, recognition, and visibility
- Manage time more efficiently and increase productivity
- Apply the latest tools and techniques to support their assistant role

COURSE CONTENTS:

- Role of an Executive Secretary in Today's Modern Office
- Personality Assessment & Work Style
- Communication and Interpersonal Skills
- Organizational Skills
- Problem Solving and Critical Thinking
- Clerical and Administration Skills
- Office Management

LEARNING METHODOLOGY

- Interactive sessions and lectures
- Presentations
- Management games
- Role playing/modelling
- Case studies
- Group discussions
- Problem solving sessions

FOR DETAILS AND REGISTRATION

PIM, Karachi: Management House, Shakra-e-Iran, Clifton, Karachi 75600
Voice Dir: (+9221) 9925 1718, 9925 1680, E-Mail: program@pim.com.pk

PIM, Lahore: Management House, 70-B/2, Gulberg III, Lahore 54600.
Voice Dir: (+9242) 9926 3137
Mobile: 0300-8840880, 0332-4353820 E-Mail: pimlhe@pim.com.pk

PIM, Islamabad: Plot No. 12-K, Sitara Market, Sector G-7 Markaz, Islamabad
Voice Dir: (+9251) 9252651 -2, E-Mail: pimisb@pim.com.pk