

# Modern Secretarial Practices

**Apr 28 – 30, 2025**

**Venue: PIM, Karachi**

**Rs. 41,000/=**

**Apr 07 – 09, 2025**

**Venue: PIM, Islamabad**

**Rs. 41,000/=**

**Note: The Fee is Exclusive of GST.**

## 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 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**

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