

The Essentials of Secretary Skills

Secretary & Admin
Toronto (Canada)
03 - 07 Mar 2025

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The Essentials of Secretary Skills

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Introduction

This course gives essential and in-depth practical techniques that will enable you to excel in your workplace. In this course, you will learn multi-disciplinary best practices such as how to be a better business writer and a master communicator. This course also focuses on the importance of providing exceptional internal and external customer service and the impact of doing this. Moreover, you will thoroughly have the chance to discuss the effects of stress at the workplace and ways to turn stress into an advantage. You will also learn how mastering your effective usage of time will inevitably enhance your productivity and lower your stress level. Another topic you will delve into is organizing and running an effective and professional meeting. Finally, you will learn in detail, how you can improve your phone handling capabilities.

Course Objectives of The Essentials of Secretary Skills

- Define and understand the role of the office manager and administrator
- Implement verbal and written communication strategies needed for carrying out responsibilities in an effective manner
- Develop a service attitude and mindset aimed at the internal and external customer
- List the main causes of stress and apply the techniques needed to control them
- Apply time management techniques required for better office productivity
- Organize meetings effectively
- Handle telephone calls properly and professionally

The Essentials of Secretary Skills Course Outlines

Day 1

The role of the office manager and administrator

- Perception versus reality
- The 3Ds of successful administrators: dramatically and demonstrably different
- Competencies required for success
- What it takes to be a 'star' at work
- Identifying your role

Day 2

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Effective verbal and written communication skills

- Improving credibility and gaining recognition
- Importance of having a positive attitude
- Being assertive
- Selling your ideas to the boss, colleagues, subordinates, and clients
- Preparing a professional presentation
- What constitutes professional business writing
- Style and layout
- Obtaining your objective with the reader
- Expectations of readers

Serving the internal and external customer

- Understanding the needs of internal and external customers
- Removing services barriers
- Providing excellent service
- Breaking down the silo mentality
- Handling complaints

Day 3

Stress management techniques

- Causes and symptoms
- Identifying your stressors
- How stress affects performance
- Formulating a comprehensive stress management plan

Managing time

- Identifying and eliminating time wasters
- Setting goals and priorities
- Using measures to control and improve your effectiveness
- Planning and managing time for self and others
- Preparing time logs and learning from them

Day 4

Organizing meetings

- Elements of an effective meeting
- Preparing the agenda
- Meeting common time wasters
- Taking minutes of meetings
- Responsibilities of meeting leaders and participants

Day 5

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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Using the telephone properly

- Professional telephone behavior
- Rules for good listening
- Steps in the professional handling of an incoming call
- Dealing with difficult callers
- Identifying common phone problems and formulating solutions

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