

Leadership Support Programme for Personal Assistants

4 Days

Rationale/General Objective

The changing role of leaders in public and private sectors has led to increased responsibility and assertiveness of Personal Assistants and Top Secretaries. Their roles have become more pronounced as a sub-leader themselves, who must be sufficiently knowledgeable about the direction leaders face from time to time. This programme has been designed to equip participants with skills to effectively support leaders to deliver.

Modules

- People Relationship Management
- Advanced Protocols
- Effective Office Co-ordination Skill
- Delivery Management
- Critical Thinking Skill
- Corporate Governance
- Change Management
- Organisational Development Initiative (Embedded)
- Building Reports for Leaders

Target Participants (Limited Class Size of 25)

- Personal Assistants
- Top Secretaries

Dates & venues

Please call us to confirm.