

7.5 EXECUTIVE SECRETARIAL COURSE

This course has been designed for senior office managers who work in public, private and diplomatic sectors.

- Office management skills
- Making sound financial decisions and executing it
- Plan, execute and control projects and give the relevant feedback
- Self-development and objectivity
- Client service: understanding protocol nationally and internationally
- Writing skills: formulate reports, agendas and minutes
- Supervising junior personnel in the office
- Interpersonal and intrapersonal communication skills