

Special Training for **SECRETARY**



Two Days Training

ADVANCE: PERSONALITY DEVELOPMENT FOR SECRETARY



SIAPA YANG HARUS
IKUT TRAINING INI?

- Executive Secretary
- Senior Secretary
- Executive Assistant
- Personal Assistant
- Administrasi Kantor
- Dan mereka yang membutuhkan ilmu keSekretarisan dan Administrasi

Setelah program "Personality Development For Secretary" berjalan hingga melahirkan 5000 lebih alumni, kami mencoba melakukan berbagai analisa dan riset baik itu berupa informasi dan permintaan dari peserta, trainers dan beberapa pihak yang berkepentingan untuk mengembangkan dan mendesain program lanjutan personality development for secretary. Dan setelah tim programming menganalisa dan melakukan pengembangan lebih lanjut, akhirnya kami mencoba mendisain program khusus lanjutan ini dengan nama **"ADVANCED: Personality Development For Secretary"**.

Program ini kami khususkan untuk Anda yang pernah mengikuti program kami personality development for secretary dan Anda, para sekretaris professional.



087774344401



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www.sekretarispro.com

ADVANCE: Personality Development for Secretary



SYLABUS TRAINING

THE ROLE OF THE SECRETARY

- Key functions of Your Role
- Self-Assessment

GREAT LEADERSHIP SKILLS

- Your Leadership Style
- Leadership Models
- Managing Conflict
- Creative Problem Solving and Effective Decision Making

MANAGING WORK

- Time Management / Self- Management
- Goal Setting
- Priority Management
- Becoming a Quadrant II Time Manager
- Dealing with Time Wasters
- Delegate for Maximum Effect
- Managing Stress

STRATEGIC COMMUNICATION FOR GREAT RESULT

- Professional Communication with NLP
- Communication in Negotiation
- Great Relationship Management with Your Boss, Direction & Managerial Level
- Effective Public Relations for Secretary
- Corporate Event Management Skills

DETERMINING THE SECRETARY PROFESSIONAL CAREERS

- What Your Skills?
- What Next Your Careers?
- Great Careers for Professional Secretary
- How to Achieve the Dream Career

JADWAL PROGRAM TRAINING

BULAN	TANGGAL
Mei	19 - 20
Juni	29 - 30
Juli	28 - 29
Agustus	11 - 12
September	29 - 30
Oktober	27 - 28
Nopember	24 - 25
Desember	15 - 16

METODE TRAINING

Pelatihan ini dikemas dalam metode Workshop, dimana porsi antara tutorial dan diskusi berimbang. Adapun teknik penyajiannya akan disampaikan secara offline untuk training yang diselenggarakan secara offline dan online melalui ZOOM untuk training yang diselenggarakan secara online yang dapat diakses ditempat masing-masing peserta sehingga proses belajar mengajar menjadi sangat intens dan bahkan tetap terbuka kemungkinan untuk mengarah ke nuansa konsultatif. Materi akan dikirimkan ke masing masing peserta dalam format PDF.

BIAYA TRAINING

ON LINE Training Fee: Rp. 2.500.000,-/Peserta
OFF LINE Training Fee: Rp. 3.950.000,-/Peserta

INFORMASI & PENDAFTARAN

SEKRETARIS PRO

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FORMULIR PENDAFTARAN

Date :	Theme :		
N A M E	1.	Title :	Hp:
	2.	Title :	Hp:
	3.	Title :	Hp:
	4.	Title :	Hp:
Training Choice	OFFLINE		
Company			
Address			
Telephone		Fax	
Handphone		Email	
Contact Person HRD/ Training Department		Title	
Telephone / Handphone		Fax	
Training Center Address			
For Further Information Please Contact: ❖ PHONE : 087774344401 082133347546 ❖ Email : sekretarispro@yahoo.co.id, admin@sekretarispro.com ❖ WEB : www.sekretarispro.com		Please Transfer to Our Bank Account : Bank Syariah Indonesia Acc : 7043745683 A.N : Sekretaris Pro	
Cancellation Policy : Participants registering must send substitutes if cancelling. 50% of total investment must payable if fails to attend or cancels less than 3 working days prior to the session		Approved By, (Name:) _____	

