



أكاديمية الزمالة
العربية البريطانية



أكاديمية الزمالة العربية البريطانية
Arab British Academy Fellowship
A.B.A.F





Executive Secretary

Objectives

- tasks and responsibilities
- Basic and personal skills
- Actual and practical applications
- Electronic and technological applications

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- Importance of office communication Document retention - Characteristics of conservation personnel.
- Dealing with office communication - Origin and documentation cycle.
- Systems of supervision of archives - Classification, coding and indexing
- - Using the computer in archiving - Saving and retrieving correspondence and documents.
- Sorting, deporting and damaging archives.
- Modern techniques and devices in the field of trading, preservation and retrieval.

DAY 2

- The concept of correspondence and reports and their types.
- Skills and skills for writing and reading development - Characteristics and parts of a good report.
- The style of writing correspondence and reports.
- Computer and output of correspondence and reports. _ Common mistakes in writing correspondence and reports



DAY 3

- The role of the administrative assistant in the establishment, the characteristics of the administrative assistant - communication skills in the secretarial offices - preparation of the agenda, minutes of the meeting, and organization of the trips
- Organizing office work: Appointments, time, prioritizing work - dealing with others, working pressure in secretarial offices - simplifying office procedures, and effective use of the telephone.

DAY 4

- The office management process._ Functions, responsibilities and features of the office manager, administrative assistant and executive secretary ._Contact skills ._Management of time and prioritization.- Organizing meetings and organizing travel ._Create telephone calls, and with visitors ._ Physical environment in the modern office ._Reports, reports and internal notes. Office equipment and techniques - Work manuals and office procedures

DAY 5

- Recent trends in secretarial. - The importance of modern techniques in the secretarial work. - Preparation of correspondence and reports on the computer. - Presentation of information on the computer. - Organizing the information of persons electronically. - Organizing meetings electronically. - Organizing archives and documents electronically.
- - Electronic communication (Internet, intranet, e-mail).



أكاديمية الزمالة
العربية البريطانية



أكاديمية الزمالة العربية البريطانية
Arab British Academy Fellowship
A.B.A.F

