

CERTIFICATE IN PROFESSIONAL ASSISTANT

*Master Skills and Qualities Essential for Successful Professional Assistants
in the New Hybrid Workplace*

19th - 20th February 2025

28th - 29th May 2025

Kuala Lumpur (In Person) / Online Training

Major Benefits of Attending

By the end of the course, Participants will be able to:

- **BUILD** and **MAINTAIN** successful working relationships
- **DISCOVER** secrets of an award winning professional assistant
- **ANALYSE** behavioural profiling
- **DEVELOP** ultimate strategic professional assistant
- **UNDERSTAND** the change curve
- **FOCUS** on techniques and approaches to build resilience
- **CREATE** a personal policy
- **LEARN** the 3 elements of a successful partnership
- **DESCRIBE** what is expected of you at the board and leadership level
- **IDENTIFY** the skills and qualities of a highly efficient and successful assistants

Course Methodology

Client has the option to choose to participate either below method.

Online Training : *This course will be conducted via Zoom.*

Kuala Lumpur Hotel: *This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.*

"A recent Hays Secretarial survey found that 90% of executives believe they could not do their jobs properly without their PA. Therefore, PAs need to be at the cutting edge of their profession to better assist their executives. Attending this course will provide an opportunity for Executive PAs to stretch themselves and build their skill-set."

Why you Should Attend?

As a Professional Administrative Assistant you will work closely with senior managerial or executive staff to provide administrative and strategic support. Professional Administrative Assistants roles and titles are varied and you will play a pivotal role in helping an Executive to make best use of their time and energy. This workshop will help you master the formula for developing a powerful strategic business partnership with your executive focusing on fulfilment of strategic business objectives.

Who Should Attend?

This course has been specifically designed for:

- Executive Assistants
- Executive Personal Assistants
- Management Assistants
- Senior Personal Assistants
- Personal Assistants
- Legal Secretaries
- Senior Clerks
- Senior Administrators
- Virtual Assistants
- Office Managers
- Professional Receptionists aspiring to be Executive Assistants

Organized by:



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