

# Super Secretaries



Lahore: Park Plaza Hotel 7<sup>th</sup> February, Karachi: Marriott Hotel, 18<sup>th</sup> February  
Time: 9:00 AM to 5:00 PM

## Why this workshop?

Secretaries and administrative staff play a critical role in making the top management effective and efficient in their professional roles. Super secretaries protect their bosses from intruders and time wasters and help them concentrate on strategic matters rather than leaving them stuck in the rut of trivialities. While on the other hand, sloppy administrative staff never allows the top management come out of trivial complaints and petty issues. Small things that the boss can delegate to his/her administrative staff are done at the cost of strategic and critical matters. One day *Super Secretaries* workshop's main aim is to enable the administrative staff to manage, plan and organize their work in such a way that enhances the productivity of top management. It will help them align with top management strategically rather than playing menial clerical role.

## Contents:

After attending this workshop, participants will learn to:

1. Prioritize their work according to strategic importance rather than stuck in the fire of urgencies all the time
2. Sharpen their inter-personal skills to become effective bridge between top management and staff
3. Forecast urgencies and make arrangements to handle them rather than bogged down in the stream
4. Assist top management to enhance their productivity
5. Improve intra and inter-office communication skills
6. Handle and resolve conflicts
7. Manage stress and have work-life balance
8. Handle sexual harassment and protect their honour and integrity rather than falling victim to circumstances
9. Become articulate and immaculate in office dealings
10. Hone their telephone skills

## Why bosses should nominate their secretaries for this workshop?

1. Training will enhance their professional effectiveness
2. You will have less stress because of eleventh hour surprises. We will train them to stay proactive
3. Your time will be saved from office rigmarole. We will train them how to prioritize the tasks
4. We will train them how to develop emotional intelligence; hence less absenteeism and work related stress
5. They will be better coordinators between you and rest of the organization

# Super Secretaries

## Who should attend?

1. Executive Secretaries and Assistant Secretaries of Top Management
2. Administrative Staff
3. Receptionists, Telephone Operators, Office Coordinators

## Workshop Leader:

Farina Mir, a business and commerce graduate from Punjab University, carries professional experience of more than 10 years with blue chip and esteemed organizations like Mobilink and Wateen. She is an accomplished business executive who believes in empowering teams and individuals with cutting edge capacity building tools and equipping them with state-of-the-art skills and positive mind-set to achieve organizational goals with proficiency.

She is a spell-binding motivational speaker and stress-buster and transfers skills and professional tools across participants with sense of humour and hi-octane energy and vibrancy. During her professional career, she has trained and mentored thousands of individuals for peak performance in their personal and professional lives. Leadership development, executive coaching and recruitment are her forte.

Farina is a senior trainer with Ashraf Chaudhry Associates. She travels from Lahore for trainings and business assignments.



## Course Fee:

Rs. 9,500 per person

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On 4 nominations from same organization,  
5<sup>th</sup> person to attend session free of charge. [4+1 offer]

## How to Book Your Seats?

Please call Umar Javaid at 0322-980 5797 or email at [sales@ashrafchaudhry.com](mailto:sales@ashrafchaudhry.com)

## Ashraf Chaudhry Associates

Pakistan's Fastest Growing Training Company

76/II, 25th Street, Khayaban-e-Badar, DHA, Karachi-75500, Pakistan.

Cell# 0322-980 5797, E-mail: [sales@ashrafchaudhry.com](mailto:sales@ashrafchaudhry.com)

Website: [www.ashrafchaudhry.com](http://www.ashrafchaudhry.com)



A Rising Phoenix