

# A Workshop for Executive Secretaries & Administrative Staff

## Super Secretaries



Lahore: 15<sup>th</sup> June, Park Plaza Hotel // Karachi: 19<sup>th</sup> June, Marriott Hotel

### 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 honor 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:

Tazeen Aman is much sought after motivational and public speaker who has delivered lectures and key-note speeches across the country on topics ranging from Personal Leadership, Ethics, CSR and Motivation. She provides consultation and trains widely on Coaching, Team Performance and Leadership for wide array of organizations. She coaches and mentors executives, students, young leaders and under-privileged youth for peak performance. She is an active member of Rotary Club and Memon Medical Institute Women Wing.

During 15 years of professional and training experience, she has trained thousands of executives in private, public and not-for-profit sector. As a management consultant, Tazeen not only helps clients build leadership pipeline, cohesive teams, and management strategies, but also trains in service alignment and customer services. Nokia, Western Union and Unilever, Telenor, Shield Corporation and Zong are a few of her clients.

She has conducted exclusive interviews of Managing Directors/CEOs of top companies like Abbott, Cupola, BankIslami, Sol, Nokia, Meezan Bank and many others. She embeds their professional and personal experiences in her workshops and training with efficacy.

With an aim to improve the caliber of human resource in Pakistan, Tazeen is passionately involved in trainings and human development initiatives with a proven track record.

Tazeen Aman is Invited as a Guest Speaker for this Session.



## Investment:

Rs. 12,000 per person. On 2 or more nominations from the same organization, 10% discount will be offered. Investment includes course manual, certificate, lunch/refreshments and professional networking.

# How to register?

Please call Ms. Hina Roudani or write an email.

Cell: +92 321 3750 706, Email: [hina@ashrafchaudhry.com](mailto:hina@ashrafchaudhry.com)

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A Rising Phoenix