

LZUBA 108 XXX SECRETARIAL SKILLS II**Purpose**

The course is intended for business secretaries who have to do efficiently a whole range of jobs in a business environment and who also have to create and develop a positive working atmosphere, accept problems as a part of everyday work, who have to be able to see the positive side of different situations, realize the power of imagination, visualization and vision as well as consider success an everyday thing. It is important for them to find out what the basic principles of communication are to be able to gain people's trust.

Objectives

During the course the participants will learn:

- ...» How to write an effective business letter
- ...» How to stop negative thinking and expect positive things to happen in different situations
- ...» How to discover the power of the unconsciousness
- ...» How to use the principles of success
- ...» How to apply the basic principles of communication
- ...» How to win people's trust.

Duration

1 days

Methods

Lectures, exercises and discussions.

Required pre-knowledge:

Minimal experience in secretarial skills.

Number of participants

Maximum of 10 participants.