

LZUBA 108 XXX SECRETARIAL SKILLS AND OFFICE COMMUNICATION**Purpose**

Communicating, i.e. understanding new ideas, widening of concepts, learning new information with the aim to make doing business easier and better.

A secretary is a person who can in a number of situations determine the direction of developments. He/she helps his/her boss and other participants, as well as business partners in a business process and he/she can contribute to improving it. There is no company that could function without a secretary.

Aims

To find new challenges and to improve relevant knowledge and skills in business communication with the aim to become a successful business assistant, i.e. to reach perfection in this line of business.

During the course the participants will learn to:

- ...> support the new modern business world
- ...> take increasing responsibilities
- ...> enjoy interesting and stimulating business environment
- ...> develop and use own exceptional business skills and creative talent

Duration

2 days

Methods

Theoretical lectures, practical exercises (group and individual), discussion and conversation.

Required foreknowledge

Minimal experience in secretarial jobs.

Number of participants

Up to 15.