



The Indispensable Assistant

Running an office efficiently and effectively is a complex job. Explore and learn proven methods for being more effective in managing a busy environment and utilising PR skills to represent the company and executive officer. A one day program to equip PA's and office managers with a range of techniques to enhance the administration functions.

Aim

- Develop a strategy to manage their time effectively.
- Establish methods to organise their personal space for effective management.
- Identify key elements for establishing and maintaining PR in their environment
- Identify and explain the major factors in maximising the customer relationship.

Agenda

Topic 1 – Personal time management

- Symptoms of time management
- Self assessment
- Controlling your time & time wasters
- Prime time and setting priorities
- Benefits of time utilization
- Planning and management techniques

Topic 2 – Organising your Work space

- The paper war
- Being organised – blocks & benefits
- The principles of organisation
- Managing your work space
- Wheel of experience
- Action planning

Topic 3 – Public Relations

- Myths and truths
- Creating a positive environment
- Information, insight and intuition
- Providing effective solutions

Length

1 Day Workshop

Location

First Floor, 186 Hutt Street,
Adelaide SA, 5000

Or in-house For Staff Development

Pre-requisites

None

Class Sizes

8 - 12 per class

Trainers

Catherine Logue
Judy Fargher

Dates

By Appointment



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