



YourOwn

YourOwn Institute of Training and Professional Development



**EXECUTIVE SECRETARY
OFFICE ADMINISTRATOR**

EXECUTIVE SECRETARY/ OFFICE ADMINISTRATOR

One of the most important position in any company is that of an Executive Secretary or Office Administrator. This job requires versatility, skill, precision, efficiency, & a constant willingness to increase one's knowledge.

COURSE DESCRIPTION:

This course will teach you from Coordinating meetings, to making travel arrangements, to creating a power point presentation for the next board meeting, managing the office, procurement, public relations or doing all the things simultaneously. With the Executive Secretarial course, you will learn the core skills that will help you use your resources efficiently, manage your time wisely, communicate effectively, & collaborate with others skilfully

WHO NEEDS THIS COURSE?

- Executive Assistants
- Office Managers
- Secretaries
- Administrators
- Receptionists
- People who like to support and help people, and have a penchant for chasing deadlines.

COURSE CONTENT: LEVEL 1: (20 HOURS)

Overview for the new administrative assistant

- Daily routine
- Telephone usage
- Mail services and shipping
- Travel arrangements
- Meetings
- Time management
- Keeping accurate records
- Business letters & professional emails
- Usage of English Language
- Office Management and supervision
- Presentation Skills
- Communication skills

LEVEL 2 IT TRAINING (16 HOURS)

- MS word
- MS Excel
- Power point
- Trouble shooting computer problems
- Internet and outlook
- Basic accounting

COURSE OUTCOME:

- After the conclusion of our secretarial courses in Dubai, you will be able to:
- Carry out your duties and job roles with confidence.
- Create a better professional rapport with supervisors, peers, managers, and rest of the administration team.
- You will be able to work together and relate successfully with both internal and external customers.
- The capability to plan and priorities activities and time.
- Successfully set priorities and supervise time, design problem-solving techniques, and effectively take key decisions.
- You will be capable enough to execute your office administrative responsibilities with great skill and perform each and every task accordingly.
- You will learn useful skills and awareness to enhance the overall administration in any office.
- You will learn effective communication skills that will help you in dealing with things successfully.
- You will be prepared to join bigger organization with better salary and position

LOOKING FOR CORPORATE TRAINING?

We design all of our programs to meet our client's particular challenges by gaining an in-depth understanding of an organization's culture and derive at most-suited delivery mechanisms - through collaborative customization.

Contact us for a customized training

ABOUT US

YourOwn Institute of Training & Professional Development is established in May 2021 with the approval from DED & KHDA-Dubai.

A set of experienced Educational Experts, world class Trainers and Professional consultants who know the need and pulse of the working force, are behind this venture. This Institute is developed after doing immense market survey from the working force and the Corporates. We

collected feedback from them and realised what they want exactly to upgrade in their professional career.

As the name suggests it is 'YourOwn Institute'. We are committed 100% Customer happiness. Excellent consultation, career counselling based on TNA and world class training are our highlight.

We at YOI, offer you a wide range of Professional courses. Whichever field you are working, we have a course for your Professional Development. We provide a complete exam preparation for Professional courses like ACCA, CIMA, CMA, CPA, CIA, CFE, CAMS, IATA courses, international HR Certifications, PMP, Six Sigma, NCMA programs and many more. Besides these, we have KHDA certificate programs on Airline and travels, Accounting and finance, Engineering, IT, Languages, Logistic and Supply chain and courses related to Management. All these courses are approved

globally and attracts employment opportunities from Multinational companies.

We at YourOwn Institute also provides excellent coaching and training for the Corporates. We have a team of Professionals who can tailor made and customize the programs for you in a very affordable budget and we guarantee your satisfaction as an end result. We also offer you one day and two-day workshops to upgrade the skills of your employees.

We are offering both Online and on-site classes. We are open to conduct the classes at our premises, your company premises, Hotels or any venue according to your convenience. We guarantee on quality and satisfaction on every situation.

Please walk-in to our office and feel the difference in customer service and get your dream course and Certifications.



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