

Developing Fundamental Knowledge for Secretaries and Administrators

Methods that Work Well for Managing Data and Interpersonal Communications

Introduction

The goal of this training programme, Developing Fundamental Knowledge for Secretaries and Administrators, is to assist you in acquiring the abilities necessary to be extremely productive at work.

It provides excellent advice on how to structure your ideas and make your point in emails, meetings, interviews, and presentations. It also offers effective methods for processing information, such as how to locate important details in reading material fast.

You'll also pick up time management techniques and techniques for handling challenging individuals to improve your outcomes.

The following will be covered in this Course N Carry Developing Fundamental Knowledge for Secretaries and Administrators training course:

- Methods for managing data and communicating your ideas
- What are some better ways to communicate with "difficult" people?
- How should "time stealers" be handled?
- The idea of time management focused on results
- How to Increase Your Effectiveness in your reading, note-making and memory skills?

Objectives

The objectives of this training programme, Developing Fundamental Knowledge for Secretaries and Administrators, are:

- Provide simple advice on how to become more productive at work.
- Enhance your knowledge of effective note-taking and reading strategies.
- Revise your perspective on time management and outcome planning.
- Boost your self-assurance regarding your memory.
- Assist you in developing your interpersonal and collaborative abilities

Training Methodology

This engaging, useful, and interactive training course is called Developing Fundamental Knowledge for Secretaries and Administrators. You'll be free to learn at your own pace and concentrate on honing your own abilities rather than trying to outdo others. A good balance of theory, practice, and conversation is included. Specific tools and methods that are progressively presented during the training course duration at regular intervals.

Organizational impacts

Delegates to organisations should anticipate:

- Gain self-assurance when participating in group projects and offering ideas.
- Become more productive in their daily work
- Have put techniques for better note-taking, reading, and memory into practice
- Become more adept at handling information overload
- Create plans for setting priorities and completing tasks.

Personal Impact

Participants in this training programme on Developing Fundamental Knowledge for Secretaries and Administrators can anticipate learning:

- Boost reading comprehension (using techniques for "successful" reading)
- Develop your ability to take effective notes with mind mapping.
- Gain self-assurance in their capacity to collaborate with others and deliver ideas
- Learn how to handle challenging people.
- Learn how to retain knowledge by using basic memory mechanisms.
- Learn to concentrate on time management that is results-oriented.

Who should attend?

The assistance of secretaries and administrators is not the only goal of this training programme. It is also appropriate for individuals who aspire to succeed and hold a variety of management and professional grades.

The following are some major advantages of this Course N Carry Developing Fundamental Knowledge for Secretaries and Administrators:

- Anyone hoping to increase their own effectiveness and efficiency
- Those who aspire to be successful in an office setting
- Every employee participating in project teams and groups
- Anyone looking for strategies to deal with their everyday intake of information

Course Outline

Day 1

Boost Your Productivity at Work: Enhanced Note-Taking and Reading Skills

- Your Cognitive Abilities
- 'Successful' Reading: A Guide
- How Developing Your Note-Taking Ability Can Advance Your Career
- Using Mind Mapping as a Planning, Note-Taking, Thought, and Memory Aid
- Software for Mind Mapping

Day 2

Memory Magic: What Makes Things Recallable?

- Your Memory Potential: How well-preserved are you?
- Explaining Memory Systems: The Influence of Imagination and Stories
- Recalling Names
- Recall at Work
- Recall What You Read (Quick and Efficient Reading Techniques)

Day 3

Improved Collaboration with Others

- Obstacles to Efficient Communication
- Techniques for Increasing Communication with "Difficult" Individuals
- "Body Language's" Strong Influence: Speaking Without Words
- Giving and Getting Feedback: The Advantages and Dangers
- Knowing What to Say and When to Say It Can Help You Make Your Point

Day 4

Results-driven Time Management Techniques

- Recognising and Addressing Time-Waster Behaviour
- Managing Distractions: How Can You Preserve Your Productive Time?
- What you need to do is plan.
- Setting priorities: What should you do first?
- When preparing a presentation, save time.

Day 5

Employing Fundamental Knowledge in the Workplace

- Delivering a Presentation
- Considering and Functioning in Groups
- How We Acquire Knowledge and What We Must Do to Prevent Forgetting
- Some Advice on Managing Information Overload at Work