



Training | Conferences | Events | Publications



The Super Secretary

Maximize your potential as the
“Power Behind the Throne”

April 19th 2008, Marriott Hotel, Karachi

Key Benefits

- Understand how the role of executive secretary, PA, administrator and office manager contributes to organizational success
- Plan & coordinate workflow and productivity
- Interact with people in ways which reinforce positive working relationships
- Show concern for excellence
- Manage personal emotions & stress
- Manage conflict, difficult situations and people with ease
- Deliver presentations to small groups with maximum effect

Register Online

www.octara.com

Tel: +92-21-4534261, +92-21-4536315, Cell: 0300-8275351

Fax: 021-4520708, 021-4546639, E-mail: register@octara.com



Zaufyshan Haseeb



Your course facilitator

Zaufyshan Haseeb, UAE

Zaufyshan, a gold medallist in M.Sc.-Behavioral Psychology and an extremely empathetic person, is dedicated to facilitate people in improving their lives. Zaufyshan had the opportunity of experiencing education in a diverse culture in Singapore, where she studied the method of "Imparting Education Without Stress" in young formative years.

She has extensive practical experience of the corporate world. Her prime areas are Stress Management, Strengthening Women in Management, Communication, Cross Cultural Trainings, Integrity, Self Development and OB.

As per her belief, people sometimes limit their own progress by building barriers and self-defeating prophecies and she enjoys assisting them to successfully overcome them.

Her greatest strengths are in understanding the needs of participants and helping them to achieve their objectives. This workshop will equip your Secretary with the latest computing and managerial skills and hence assist in increasing your productivity, yet further.

What delegates have said about Zaufyshan's previous courses



"I consider such exercises very effective. The environment & the ambience created by Haseeb & Zoufyshan were great. It allowed all the participants to be very candid, open & provided everybody with a platform to be on equal footing (leave the organization levels back at the office)"

General Manager, Alserkal Group, Dubai, UAE

"She used internal jargons very fluently. We never got the feeling that we are sitting in an alien environment and discussing just theories. I believe that there should be a series of sessions which will not only help us to get the true picture of our objective but also will provide the motivation and skill to transfer the same into our team mates"

Plant Manager, OLNQ, Oman

"It was really valuable and provided me time to ponder over the skills that I lack to break the success barrier"

General Manager, Mobilink, Pakistan

"Each and every minute spent and each and every word delivered by the trainer was worth assimilating"

Sales Manager, Medical Publications, Greece

FEW TOP GLOBAL CLIENTS

Nestle
Gillette
Unilever
ABN AMRO
GSK
Qatar Petroleum
Dupont
Siemens
Coca Cola
GM Motors
Barclays Bank
Sony
Pepsi
Deutsche Bank
Bayer

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COURSE OUTLINE

The role of the Executive Secretary

- ✓ Key functions of your role
- ✓ Mapping and defining your role within the organization
- ✓ Expand your administrative management skills to enhance your upward mobility
- ✓ Effective presentation skills
- ✓ Scheduling busy work loads
- ✓ Organizational planning for yourself and your boss
- ✓ Developing a workable and flexible prioritization strategy
- ✓ Handling work pressures with confidence
- ✓ Helping your boss to achieve their targets

Communicating for Results

- ✓ Recognizing the different communication styles
- ✓ Overcoming the common obstacles to effective communication
- ✓ Problem-Solving & Decision Making
- ✓ The five-step time management plan
- ✓ The dynamics of business and professional etiquette
- ✓ Raising your personal profile and visibility

Managing Work

- ✓ Time management
- ✓ Managing stress
- ✓ Goal setting
- ✓ Prioritizing: the S.M.A.R.T. way to set goals
- ✓ Maximize and manage meetings
- ✓ Assisting your boss in making the right decision

Managing Conflict

- ✓ Dealing with difficult situations - people and emotions
- ✓ Finding an appropriate conflict management style
- ✓ Ensuring that you get your point across clearly and effectively



Featured Guest Speaker Haseeb Hasan, CEO Intek Solutions, UAE

Haseeb has been involved with working on Life Skills development and has benefited numerous CEOs, politicians, celebrities, actors and singers. He will give a perspective of CEOs and their expectations from executives and secretaries.

Who Should Attend

Secretaries, personal assistants, office assistants & administrative executives who want to brush up their organizing skills & acquire new time saving techniques.

Even the more experienced executives will indeed benefit from this program and be extremely motivated to return to their work places. Bosses will indeed witness a positive change in skills, attitude and performance of their nominees.

“Ideal for executives
working under
pressure”

BRING The Super Secretary

In-house

This workshop can be customized to suit specific needs of your organisation at significant savings.

Please contact
Muhammad Arif at marif@octara.com or
call at 0300-8275091 for more details

Book Today!

Turn over for fee & registration details

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Registration & Payment Options

- E-mail or Fax your nomination(s) to:
E-mail: register@octara.com
Fax: 021-4520708, 021-4546639
- Send us your:
Name, Designation, Organization,
mailing address, phones, fax and e-mail
- Send your cheque in favour of
"Octara Private Limited" to:
Muhammad Imran Anwer
Octara Private Limited
2/E-37, Block-6, P.E.C.H.S., Karachi.
Tel: 021-4534261, 021-4536315,
Cell: 0321-2670041

To view reports on our past training workshops and events logon to WWW.Octara.COM

Registration Note

Participation will be confirmed subject to receipt of payment.

Cancellations

At least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another Octara course within the next 12 months. In the event of unforeseen circumstances, Octara reserves the right to cancel or postpone the event.



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Octara Private Limited is an independent enterprise and a Business Information Management company of the Tranzum Group specializing in Corporate/Management Training & Workshops, Seminars & Conferences, Event Management, Publications and Public Relations. Octara has to its credit events such as the landmark 10th Management Convention MAP, the 10th General Meeting of the Asia Pacific CSD Group, Valuing the People Factor Conference, The Media & Marketing Festival just to name a few and numerous workshops and seminars with world-class speakers in Dubai, Karachi, Lahore and Islamabad.



With a nine year track record, Intek is a well established name in the area of Corporate Management Consultancy and Training, with offices in Dubai, Singapore and US. Intek has a wide portfolio of clientele in all its locations and beyond. Over 500 companies have benefited from Intek Solutions, globally. The driving force behind Intek, Haseeb and Zaufyshan, a husband/wife team committed to their personal passion of facilitating progresses, which they have converted into a profession.

Workshop Investment (per participant)

1-2 nominees Rs. 9,500

3 + nominees Rs. 8,900

Includes course material, Octara & Intek certificate, lunch, refreshments & business networking

Logistics Partner



Official Carrier

airblue

Technology Partner

Partners



Culligan

Strategic Partners

Synergyzer

brand synergy

RITEMOVES