



Building High Performance EA / PA / Assistants Training 打造高效行政秘书和助理的培训

目标与内容 Objectives and Content

- Changes to your role and when your organization change.
- Develop the managerial aspects of your role.
- Plan and monitor small projects effectively.
- Use practical tips to solve problems and make good decisions
- 描述你的角色和组织与企业变化
- 发展你在管理方面角色
- 高效地计划和监控小项目
- 用实际提示解决问题并做好决定

参加对象 Target Group

PAs, experienced/senior executive secretaries, management assistants and executive assistants; Senior Secretaries/Senior EA in Transition and Your Career Paths and Needs 私人助理，有丰富的经验/高级行政秘书，管理助理和执行助理；转折关头上的资深秘书或高级行政助理生涯与需要

大纲 Outline

- The Role of A Professional Secretary
- Building Relationship with your boss
- Conflict Management
- Effective Communications
- Time Management
- Business Writing Skills
- Stress Management
- EQ Management
- Professional Development
- Your Mission and What It Takes
- 专业秘书的角色
- 如何与上司建立关系
- 如何处理争论
- 有效沟通
- 时间管理
- 商务记录技能
- 压力管理
- 情商管理
- 职业发展
- 你的使命与你必备的要素

培训顾问 Trainer Andy WONG

Andy Wong holds a Masters Degree from the University of Chicago. His work experience over 25 years includes Multinational companies, Small Medium Enterprise; multinational and technological companies such as Ashland, Inc, Air Product & Chemicals, etc.

Andy has assumed leadership roles such as Technical Manager, Business Unit Director, General Manager for a joint venture, and Learning and Development Director. He set up the first Ashland University in 2000, a leading master trainer/ facilitator when the Ashland Corporate University (ACU) started its operation in Greater China and Taiwan.

Andy' consulting, facilitations and training experience includes a broad coverage, ranging from Assessment Centers, Leadership Development, HR Practices and Organizations & Personal Development. He has trained and assessed more than 10,000 people from over 200 organizations in China.

Andy is accredited with Master Trainer for Wiley Everything DiSC Accreditation programs, Facet5 Personality Assessments, HRO OD-TOOLS Fit-In & MQ Assessments, The Five Dysfunctions of a Team, Belbin Team Role, MBTI, etc.

日期 Schedule

March 1-2,
August 23-24,
2018

价格 Price

Members:
RMB 4500
Non-members:
RMB 5000

Fee includes
lectures, course
materials and
lunch.

包括会务，资
料费，午餐
费。

语言 Language
Chinese