

Time Management With

Greater Office Productivity (Online)

Learn how to develop an assertive and organized approach to managing administrative processes in your office, to facilitate a harmonious and productive working environment. It includes key planning, organizing, time management, communication skills and techniques to improve information flow and achieve business objectives.

By the end of this course, you will be able to:

Become a more proactive and responsible administrative personnel

Convert fear and negativity at work into positive outcome

Timely plan and organize efficiently the day to day workplace requirements

Master effective time management at work



Total Duration: 6 hours
22 June 2020

Session 1 (3hours, 9am - 12pm)

23 June 2020

Session 2 (3hours, 9am - 12pm)

Course fee: \$299.60 (inclusive of 7% GST)

Trainer: Catherine Syn

- She have conducted both public and in-company seminars and workshops in office administrative management, time, stress, anger management, teambuilding, managing difficult customer-situations, business writing skills, problem-solving skills, and interpersonal communication.
- Have been working closely with individual client companies on the development and design of training programmes to their specific organisation's training and developmental needs.
- Since 1990, she has been training management professionals, executives, administration, and front-line service personnel of both public and private sectors in Singapore, ASEAN and China.
- As an experienced and versatile trainer, she relates well to all participants and has excellent presentation skills that meet the motivational needs of each participant.

Course Outline:

Become a more proactive, responsible and self-aware professional

Using your power skills to handle the mass of information you receive

Improving, scheduling, planning, organizing work to apply proper time effective techniques for greater administrative efficiency

Master effective time management for self and at work

Sharpening your administrative writing skills

Strategic skills to partner with your boss

Enjoy work and life!

Summary and back-at-work application

Register online at SNEF website www.snef.org.sg

Click on 'Training' and SNEFDigital Non-WSQ

For enquiries call Shirlin Lee 6827 6920 or email : shirlin_lee@snef.org.sg