

# EXECUTIVE SECRETARIAL COURSE

Build strong administrative, communication, and management skills required to succeed in modern executive and office environments.

## BASIC MANAGEMENT & ENGLISH PROFICIENCY SKILLS

### Office Management

Learn office setup, daily routines, work planning, dictation, transcription, professional conduct, telephone etiquette, call handling, voicemail, mail services, travel arrangements, meeting coordination, time management, record keeping, and filing systems.



### Skills for Administrative Assistants

Career development includes developing resume writing, interview skills, presentation techniques, communication skills, feedback handling, listening skills, office supervision, team coordination, and conflict management.

### Business Documentation Skills

Master professional writing including letters, memos, emails, reports, press releases, document formatting, legal documents, agreements, contracts, and office terminology.

### Business Correspondence & English Proficiency

Improve grammar, sentence structure, punctuation, spelling, pronunciation, numerals, capitalization, and professional communication.

# ADVANCED MANAGEMENT SKILLS

## Organizational Planning

Understand strategic thinking, decision-making, and resource allocation aligned with organizational goals.

## Advanced Communication

Enhance professional protocol, presentation techniques, non-verbal communication, and executive-level communication.

## Advanced Administration

Learn mentoring, staff training, research skills, project coordination, delegation, and workplace empowerment.

## Team Skills

Build leadership, team coordination, problem-solving, conflict resolution, and effective meeting management.

## WHY CHOOSE THIS COURSE?

- Practical office and executive training
- Strong focus on communication & professionalism
- Industry-relevant administrative skills
- Complete career preparation

# COMPUTER SKILLS

- Keyboard speed and accuracy development
- Advanced Microsoft Word for document production
- Advanced Microsoft Excel for spreadsheets, charts, and reporting
- Microsoft PowerPoint for executive presentations
- Professional email management using Microsoft Outlook
- Effective use of the internet for office operations

## COURSE DETAILS

- **Duration:** 50 Hours
- Comprehensive Skill-Based Training

*Step Into a Professional  
Career with Confidence  
Enroll Today !*



**Contact Us  
For More Information**