



Secretariasenred.com
de Connie Eastman



Secretarial Skills Course

Update or acquire secretarial skills and business English with this course certified by Secretariasenred.com to improve your skills or start working as a secretary or assistant. This is a fast-paced 9 session course, where best practices used by personal assistants, executive secretaries, and support staff at first rate companies here and abroad are shared with the students. This is a good opportunity to practice business English and acquire best secretarial practices in order to offer top notch support to managers and/or team workers. Hone your secretarial skills this year and find a better job! There are always good jobs in the market for secretaries mastering following skills:

Session I: Basic Secretarial Skills, Time Management, Social and Business English Session II Telephoning, Numbers, Business Terms and Word partnerships Session III: Communications, Business Etiquette, Corporate Image Session IV: Minute Taking, Report Writing and Presentations, Effective Business Writing Session V: Dealing with people and organizations, Review and Writing Activities Session VI: Travel Planning, Visitors from Abroad Session VII: Running Successful Meetings, Tips & Tricks using Outlook, Session VIII Job Hunting - Preparing your resume, Cover letters - Reference Letters - Networking, Interviews, etc. Session IX (Last session), Staff Training – a brief presentation by the students Certificates award

Requirements:

Intermediate to advanced level of English. Students are encouraged to improve the use of Word, Excel, PowerPoint and Outlook which are required for secretarial positions. Self evaluation on line.

Format:

9 sessions of 3 hours each, once a week

Days: Thursdays, starting May 8th, 2008 from 630 to 930 pm

Venue: AACI, Suipacha 1333, Buenos Aires

Value: \$ 900 plus tax (if required)

Discounts offered: 10% for AACI staff and students

10% for secretaries registered with Secretariasenred

Further information and inscriptions:

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