
COURSE TITLE: EFFECTIVE ADMINISTRATIVE SKILLS
TRAINING PROVIDER: BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE (BILIF)

COURSE OBJECTIVE

It is designed to provide Office Administrators, Supervisors of Clerical and Administrative Staff, Executive Secretaries and Personal Assistants the opportunity to review and develop the interpersonal and professional skills they need to do their jobs effectively – thereby contributing to their own, their boss' and their organisation's success.

KEY COURSE INFORMATION

- Course Fee: \$850.00
- Training Duration: 2 Days
- Mode of Training: Face to Face
- Language of Delivery: English
- Level: Basic
- Venue of Training: BILIF

ENTRY REQUIREMENT

N/a

CERTIFICATION

Certificate of Participation
