

TRAINING ON

Effective Writing Administrative Letter and Secretary Skills



OBJETIVES:

This interactive programme explores the role of the office administrator and secretary to play in contributing towards the effectiveness of an organization.

By the end of course, participants should aims to:

- Identify the functions of an administrative office management;
- Determine administrative affairs;
- Manage meeting effectively;
- Develop reports;
- File in the proper way and filing standard;
- Develop an appropriate philosophy regarding the important role communication plays in administrative office management;
- Apply the best methods to be a good secretary.

About the Trainer

Pro. SENG Bunthoeun (Associate Trainer)
LL.M, MEd. TESOL, LL.B, BA-His - Cambodia
SENG Bunthoeun is a Vice Rector for National University of Management (NUM). His teaching specialties are professional office management, and secretary and administrative affairs. His career is a blend of both academic and practical experience in these fields and includes extensive management, law, and teaching skills for years. In his education background, Bunthoeun took his Master of Art in Law, Master of Education in TESOL; and he successfully hold a Bachelor Degree of History.



07-08 October 2009
TIME: 8:00 AM-5:00 PM
Venue: CAMFEBA
Language: Khmer

Admission Fee: (Fee is inclusive of Lunch and learning materials. Certificate of completion provided)

- Direct Members and GMAC Members: **USD100/person**
- Members of BBAC, IBC, AAC, WASMB, MBCC, ACRA, CoRAA, CMA, and ICT-CAM: **USD120/person**
- Non Member: **USD 150/person**

Course Content

1. The Functions Of An Administrative Office Management
2. Administrative Affairs
3. Records Management
4. Arranging Meetings
5. Reports
6. Office Communication
7. Role And Duties Of Secretary

Targeted Participants:

Supervisors and executives who are in charge of or involved in office organization and management

Terms and condition

Respective participants confirming their attendances are liable to payment in spite of being absent on the training day unless there is 3-day prior notice, as seats are reserved for them. **Payment SHALL be made before or on the training day.**

Registration: Mr. Chork Vuthy

Call 012 86 82 94 , 023-222-186

E-mail: training@camfeba.com

www.camfeba.com

#44A, St.320, Sangkat Boeng
Keng Kang III, Khan Chamkar morn,
Phnom Penh, Cambodia.



Deadline: 05 October 09