



21st & 22nd JULY,
2022



9AM-5PM



Pakistan Society for
Training & Development

SECRETARIAL DEVELOPMENT

WITH MEENA VALLI MOHAMMED

INTRODUCTION:

This Inspiring Extraordinary Performance training seeks to supplement your current set of capabilities and competencies by anchoring you to acquire new skills and strategies. Take the first step and become a top-class Secretary, Administrative Assistant, Personal Assistant and Assistant in a variety of job roles. This two-days' workshop will bring out the best in you with the help of peer discussions, simulations, experiential learning, hands on work, quiz and clips.



FEES
PKR 32,500 + ST



Location:
PSTD

MODE
CLASSROOM



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0345-3074177
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LEARNING OUTCOMES:

- ✓ Communicate to Listen-Learn-Lead and navigate multi-generational and diverse teams
- ✓ Enhance trust, practice confidentiality, and establish a positive climate
- ✓ Build bridges of understanding in chaotic environments to balance corporate task assignments
- ✓ Negotiate effectively to successfully implement change
- ✓ Apply a strategic approach to conflict resolution
- ✓ Master Telephone etiquette, scrutinize unsolicited calls, keep manager in the loop
- ✓ Use email etiquette to gain credibility, learn to apply discretion and devise a proficient
- ✓ Skillfully handle challenging situation and maintain post-covid work-life balance



TRAINER'S PROFILE

Meena Valli Mohammed is a senior executive with over three decades of international experience and a track record of establishing and managing programs in human resources, education, training and coaching in environments of South Asia, Afghanistan and North America. A strategist and a clear thinker with a reputation for rapidly analyzing situations, identifying opportunities, proposing solutions and working with multiple age groups to develop innovative and targeted responses.

