



## Brilliant Office Assistant of Today

This course opens new doors to boost an office assistant's chances of a solid, blissful career. Whether they want to train for a new position, advance within the current company, or simply learn and acquire new skills to stay competitive in today's job market, this course can help. It is a simple workshop that covers all the basics of excellent office assistant training.

### Course Content

- **Personality** - A happy disposition, Job fit: Good or Bad?
- **Competence** - Communication Skills, Interpersonal Skills, Analytical Thinking, Technology Literacy
- **Organization** - Scheduling, Coordination, Multitasking
- **Time Management** - Dropping the Ball, First come First serve
- **Confidentiality** - Being Trustworthy, The secret's Safe with me!

### Course Duration

1-day  
9:00 am – 5:00 pm

### Course Schedules

*(in Abu Dhabi)*

Jun 29 | Jul 27 | Aug 27 |  
Sept 14 | Oct 23 |  
Nov 23 | Dec 25

### Course Fee

AED 1,250 per participant

**Interested individuals may contact our team through the details mentioned below.**

**This course is offered by:**



**ACTVET Licensed Training Provider**  
License No. **0602/2016**

### Company Contact Details

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