



CORAT AFRICA
Christian Organizations Research and Advisory Trust of Africa

MANAGEMENT COURSE FOR ADMINISTRATIVE SECRETARIES

Course Objectives :

- 1.To provide participants with an opportunity to review their roles and responsibilities within a changing environment.
- 2.To equip participants with management and administrative skills necessary at the work place.
- 3.To enable participants improve their public and interpersonal relations and to manage stressful situations.

Course Content:

- Fundamentals for Effective Management.
- Roles and Responsibility of a Secretary/Administrative Assistant.
- Office Procedures.
- Effective Communication.
- The secretary as a Manager.
- Additional Management topics.

Target Groups:

- Senior Secretaries and Administrative Assistants in churches and church related organizations.

FEES: US \$ 800

ACCOMMODATION: S \$ 520

DATES: 14 February to 4th March, 2012

VENUE: CORAT Africa Management and Development Center (CMDC)

To Register Contact: Victoria Mutiso, Leah Ngamau 0737 029441 /
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“Called to Enhance Stewardship and Integrity”