

***Both Your Professional and Personal Effectiveness
Are Vital to the Success of Your Company***

**WORKSHOP FOR
EFFECTIVE EXECUTIVE/PERSONAL ASSISTANTS**

Four Monday Evenings - 1, 8, 15, and 22 March 2010

Who Will Benefit from Attending?

Executive/Personal Assistants, Managers or Members of Staff whose job is to assist senior executives in the company, who

- Want to be Even More Effective
- Want to increase their contribution to their company
- Want Promotion
- Aspire to be Middle and Senior Managers

(Suitable for Local and Expatriate Staff)

“Every ‘knowledge worker’ in a modern organisation is an ‘executive’. Their job is to perform and to obtain results for their organisation.”

- “The Effective Executive” by renowned management thinker Peter Drucker

Effectiveness involves:

- Managing Time
- Focusing Your Efforts on the Contributions You Can Make to Your Organisation
- Identifying Your Strengths and Building on Them
- Identifying the Most Important Tasks and Focusing On Them
- Effective Decision Making

The Objectives of the Workshop are to show you how to develop a set of self management skills e.g. making plans for your personal life and work, so that you will become even more focused on your priorities:

- 1) Develop skills to help your boss achieve more and to get results, to get action at work in less time
- 2) Prioritise effectively and manage time successfully
- 3) Become a better communicator and problem-solver
- 4) Develop strategies to work with your boss and other managers who all demand your time
- 5) Increase assertiveness that helps you get the job done

This Workshop is specially designed to help you deal with the growing role of an Executive/Personal Assistant in the modern day office. It has been very popular both locally and outside Hong Kong. Since 2007, the Workshop has been run in Tokyo and Hong Kong with local and overseas delegates from Shanghai, Chongqing, Guangdong, Taipei and Korea. The Workshop is conducted by an experienced Management Consultant who specialises in Management and Business Communication Skills for both expatriate and local executives. Major organisations where he has led workshops include Swire, HSBC, Wal-Mart and the Hospital Authority. He has been running his own business for the last seventeen years. Previous to that, he has held senior management posts in the public and private sector.

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Dates: Four Monday Evenings - **1, 8, 15, and 22 March 2010**

Time: **6:30pm until 9:30pm** Total: 12 hours i.e. 4 Sessions by 3 hours

Venue: **Council Chamber, 4th Floor, Duke of Windsor Building, 15 Hennessy Road, Wanchai**

Cost: **Member Companies HK\$2,350 Non-Member Companies HK\$2,650**

Discounts: **Early Bird:** You get a discount of 10% for registering **on or before 24th February 2010**
Group: There is a discount of 10% for two people or more from the same company

HOTLINE: Tel 28955972 Email:tcgroup@netvigator.com

PLEASE COMPLETE & RETURN BY FAX TO HILARY ON : 2824 1333

Name:

Guest(s):

Company:

Company:

Tel:

Fax:

Total Number:

Total Amount: HK\$

(Please make cheques payable to 'The British Chamber of Commerce in Hong Kong')

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Cardholder's Signature:

Please note: the following conditions apply: 1. Bookings will only be confirmed upon receipt of payment.
2. Priority will be given to Chamber member companies. 3. Payments are non-refundable unless the workshop is cancelled.
4. When Typhoon signal No 8, or black rain signal is lowered before 12 noon, all classes will go ahead as scheduled.
5. Cancellations must be made **3 days prior** to the workshop in writing by email or fax. No shows will be charged.