

Secretarial Course by Correspondence

This is a comprehensive course intended for all those who are seeking employment as a secretary as it demonstrates ways to be successful in a secretarial job. It is also suitable for a secretary who wishes to move up in the career ladder and improve her skills.

Course Contents: (i) Organisational skills and filing (ii) Telephone Skills (iii) Communications skills (iv) Minute Taking (v) Business Letter Writing (vi) Time Management (vii) Handling Conflict and Stress (viii) Basic Accounting Concepts (ix) Other Secretarial Duties such as stationery control, petty cash and traveling arrangements.

We will send you self-explanatory, simple to understand course notes (printout of approximately 200 pages on PowerPoint) on the above nine subjects. It is advisable that one subject is covered per week. During the nine week duration of the course, a professional tutor is available for any difficulties/queries you might have.

The original pack which is sent within 3 working days of the payment will include details an e-mail address of the tutor which will give advice and backup within 24 hours of the original request. This service is all inclusive of the above price of the course. You can enhance your secretarial/personal assistant skills from any spot on this globe which has access to the postal services and internet!

A certificate will be posted to the candidate on completion of the course following a short test/exam.

ALL INCLUSIVE COST: Euros 140 (One hundred and forty Euros)

For applications and payment contact:

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Cheques are to made payable to HRD Consultancy Services & Co. Further information is available without further obligation.