



Executive SecretarialProfessional Diploma

Accredited By:

Leadership Management &

Global Organization



Executive Secretarial

Course Outline

Organising Meetings

Organising Business Events

Administering Projects

Coordinating Business Resources

Implementing and Monitoring Sustainable Work Practices

Communicating Effectively (Telephone and Face-to-Face)

Workplace Occupational Health and Safety

Implement Workplace Information System

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Inquire Today:

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