



Training Course Information Form

Course Information

Course Name: Executive Secretary

Institute/Centre: Port Training Institute **Course Code:** M68

Type: Program Course Workshop

Course Duration: 5 Days 3 Days 1 Days Other

Course Conducted: Local International **Indicate:** A.R.E

Course Venue: Anywhere

Course Language: English Arabic Both Other

Course Description

Course Outlines:

1. The administrative process and the concept of office management and design of the contemporary office and its equipment.
2. Secretariat and its subdivisions.
3. Administrative and technical management of archives.
4. Effective communication skills and meeting management.
5. Scientific method of administrative writing and office types.

Course Objectives:

- Developing the skills of modern office management, identifying the types of secretaries and their roles, and the technical and administrative organization of the archives and developing the skills of preparing and drafting official correspondence and identifying the types.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not Required

Who Should Attend: Office and secretarial staff and archives

No. of Participants/Course: 5-10 10-15 15-20 Other

Qualifications of Participants:

- At Least Average

No. of Lecturer: 1 2 5

No. of Assistance: 1 2 3

Course Facilities

White Board V. Projector Data Show PC Manual
 Books Handouts Flip Charts S/W Other

Course Evaluation

Written Examination Written Report(s) Oral Presentation Attendance
 Delegates Participation

Certificate Issue:

Local Premises AASTMT International

Course Registration

Admission and Registration

Department at the Port

Registration:

Training Institute

Online

Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

Documents Required:

Registration Form

ID/Passport Copy

Photo