



Executive Administration Assistant

Executive Administration

BACKGROUND

The ability to communicate both verbally and in writing, especially in English, is an important factor in the world of work. The demands in the world of work require adequate communication skills to convince, influence, explain and respond to various communication needs with the other person. Executive Administrative Assistant (EAA) is a field that must master various forms of oral and written communication. Various professions covered by the Executive Administrative Assistant (EAA) field are required to master the skills of skilled communication strategies, the ability to make reports, advanced level of commercial correspondence, the ability to negotiate and make presentations, and perform adequate public relations. Various aspects of these abilities require skilled skills and techniques.

PURPOSE

The purpose of this training is to prepare qualified, competitive students, graduates, and those who need the knowledge and training to support their skills.

TARGET PARTICIPANTS

Students, lecturers, employees, and public in general.

GRADUATE COMPETENCIES

- Able to use skillful level communication strategy.
- Able to Create Summary and Final Level Business Correspondence Report.
- Having Negotiation Skills.
- Able to do presentations.
- Able to do Public Relations activities.

TRAINING AND CERTIFICATION

Executive Administration Assistant Training and Executive Administration Assistant Competency Certification are carried out within three (3) days. At the end of the training and certification, participants who are considered competent will be given a certificate issued by LTC UPB. Certificates are recognized nationally and can be used as proof of participants' competence in the field of Executive Administration.

CONTACT US

E-mail: ltc@puterabatam.ac.id

Website: eli.upbatam.ac.id