

# MANAGEMENT COURSES

## EXECUTIVE SECRETARY SKILLS (MG08A)

**OBJECTIVE:**

This course aims to improve the knowledge and the skills of the participants regarding efficient functioning of secretarial jobs, such as written and oral communications, time management and modern office equipment.

**WHO SHOULD ATTEND?**

Employees with fair experience in secretarial and office activities.

**COURSE CONTENT:**

- Opening and general introduction
- Main characteristics of ideal executive secretary
- Effective communications
- Basic communications skills
- Oral communications
- Written communications
- Preparing for meetings
- Meeting agenda
- Setting up a filing system
- Information technology
- Psychological skills for an executive secretary

**Duration: 5 Days**

Date:	Venue:	Cost:
<b>Feb 15-19</b>	<b>Bahrain</b>	<b>USD 2,200</b>
<b>Aug 9-13</b>	<b>Kuwait</b>	<b>USD 2,200</b>

## FINANCIAL, ASSET AND RISK MANAGEMENT (MG04A)

**OBJECTIVE:**

To provide delegates with basic financial literacy, in particular the ability to understand financial information and use it for decision-making.

**WHO SHOULD ATTEND?**

Managers, Supervisors, Financial Planner and Accountants.

**COURSE CONTENT:**

- Accounting principles and financial statement analysis for statutory and regulatory accounts.
- Cost and budget systems for corporate decision-making.
- Cash flows.
- Financial Markets.
- Investment decisions under certainty.
- Valuation of assets, securities and firms.
- The elements of risk and risk management.
- Asset management and managing asset related risks.

**SKILLS / LEARNING OUTCOMES:**

On successful completion of the module, delegates will have the ability to:

- Critically analyse statutory and regulatory financial statements.
- Use cost and budget data for control and decision-making.
- Use discounted cash flow techniques for investment appraisal.
- Appreciate the operations of financial markets and their significance for utility regulation.
- Understanding valuation of assets, securities and firms.
- Understanding various elements of risk and their management particularly in relation to asset management.

**Duration: 5 Days**

Date:	Venue:	Cost:
<b>Jan 11-15</b>	<b>Qatar</b>	<b>USD 2,200</b>
<b>Jul 12-16</b>	<b>Abu Dhabi</b>	<b>USD 2,200</b>