



Distinguished Secretaries'
Society of Pakistan

EMPOWER WOMEN & PROMOTE OUR PROFESSION

A 5-session formal training programme on *“Administrative Professional job skills”* conducted by DSSP members for final year students of a couple of colleges

- ◆ ***Be a professional in the workplace, and develop interpersonal skills***
- ◆ Key learnings: Enter the working world with the right attitude, proper behavior, smart dressing, and importantly the skills to get along with people, to make a confident start.
- ◆ ***Manage the boss’s office, and know the skills for office efficiency***
- ◆ Key learnings: Learned what is involved in managing the boss’s office efficiently, and the skills required to achieve this.
- ◆ ***Manage papers and digital mail, and become an information hotspot***
- ◆ Key learnings: Document management, the art of filing, handling confidentiality of documents.
- ◆ ***Manage the boss’s diary and also be his foreign travel assistant***
- ◆ Key learnings: Importance of maintaining a diary, effects of bad diary management, practical tips, display of digital diary and how to use it. Introduction to travel arrangements.
- ◆ ***Ace that interview***
- ◆ Key learnings: Five steps to an Interview: How to prepare before the interview, on the day itself, the interview itself, concluding the interview, and follow-up action. Also, some do’s and don’ts about a job interview.
- ◆ ***Multi-choice Test***
- ◆ 5 questions on each of the above topics, minimum passing score was set to 50%. All students successfully cleared their test, with eight students scoring 80% and above.

Training Tools
Energizers: participants greeting each other; reading aloud text of presentation slides; seeking participant’s input.

Role play: enacted a bad habit and saw its repercussion.
Next showed how to overcome habit and benefit.

Recap: Constant recall the learning of the day.
This kept them energized and reviewed the learning.

Reward: Awarding mini chocolate bars to participant with correct answer, motivated others to participate.