



# UPGRADING YOUR ADMIN & ORGANISATION SKILLS

## 2-Day Training Workshop

This training programme fulfills the needs of what you may lack or miss through the years... skills that can be maximised both at home and in the office. Skills that can be multiplied and be more productive and gained satisfaction at the end of each day.

It will help you to be aware of the importance of Planning and Organising, and through the process, be more productive in our daily work. It is never too late to plan to be more successful in our lives. It will remind us that through our exposure and experiences, we can pass it on and adopt useful skills that can be multiplied and gained satisfaction at the end of each day.

There is so much that happens in a day without us realising but this is the time for us to sit, reflect, take stock and refresh our skills! This is a course that promises a fun filled two days of learning and growing!

16<sup>th</sup> (Mon) and 17<sup>th</sup> (Tue)  
July 2018

Holiday Inn Singapore  
Orchard City Centre

**Take part in a refreshing training programme that will further spice up your administration and management abilities!**

with **Ms Teresa Alberto**

- ◆ Been training private and public sectors, including NGOs and colleges since 1986
- ◆ Over 25 years of work experience as a Secretary, Personal Assistant, Executive Officer, Administrative Manager and Office Manager to the CEO
- ◆ Awarded the International Training Fellow of the World by Junior Chamber International University based in USA (the highest award awarded to a trainer)

... read more on Teresa on the next page!

# BONUS GIFT!



Free special edition Logitech Wireless Mouse (with advanced tracking and nano receiver!) for each participant for group registrations of three and above only.



Developed and  
organised by:



**MAXIMUS  
CONNECTIONS**  
*empowering people with knowledge*



**OUR EXECUTIVE TRAINER**

Teresa has been training the public and private sectors, including NGOs and colleges since 1986. Her passion in training has brought her to all parts of the world. Her strong beliefs are built on personal development training and discovering skills in individuals by creating positive changes.

She has been working as a Secretary, Personal Assistant, Executive Officer, Administrative Manager and Office Manager to the CEO for the past 25 years in several companies, namely a trading company, timber company, Ministry of Finance, road construction, factory, resort and a printing company. Through her rank and file, she has climbed up the ladder of challenges in managing a company, gaining knowledge and valuable experiences that have equipped her to share and train the younger management staff.

She has been awarded the International Training Fellow of the World by Junior Chamber International University based in USA (the highest award awarded to a trainer). Having captured more than 500 hours of training, Teresa is qualified to conduct the Train the Trainers' course that features the 3 stages of learning (basic, designer, and presenter).

**HEAR WHAT OTHERS HAVE TO SAY ABOUT TERESA**

*"Teresa Alberto is a dedicated hard working trainer and is always looking to add that little bit of additional information to help the people in the group. She is motivating and encouraging with all people whether it be in her training programs or in her day to day life. I've worked with Teresa as a co-trainer and she is a great coach and mentor for the young trainers. I can totally recommend Teresa Alberto to give you and your staff valuable skills and motivation."*

**KAREN SMYTHE**  
**THE VIBRANT EDGE, AUSTRALIA**

*"Teresa is a very committed and caring trainer. She makes sure that she knows her subject very well and delivers it wholeheartedly with sheer confidence. Being creative, her training session never fails to captivate her audience."*

**JANET BAYOU**  
**CUSTOM OFFICER, SABAH**

*"Teresa..... trains with passion.... A trainer who leaves an undying and unforgettable good memories with the participants....and a trainer well loved by everyone."*

**FULBERT VOO**  
**SENIOR EXECUTIVE VICE PRESIDENT**  
**JCI PHILIPPINES**

**HEAR WHAT PAST COURSE DELEGATES HAVE TO SAY**

*“Teresa is really an engaging trainer, love her presentation of the training and she really captivates the participants. Would love to attend other trainings that she conducts in the future!”*

*“Very good interactions between trainer and participants. It’s a joy to attend the course.”*

*“Trainer is awesome! She is willing to share her personal experiences with her participants. She delivered her subject very well and was well-liked by participants!”*

**HOW WILL THIS COURSE BENEFIT YOU?**

**BY THE END OF THE COURSE YOU WILL BE ABLE TO:**

- ✓ **Upgrade** your organising and planning skills
- ✓ **Harness** the power of stress to motivate actions
- ✓ **Handle** business and social functions effectively
- ✓ **Understand** the concept of self branding and take ownership of being who you want to be
- ✓ **Play** a positive role in the midst of office politics
- ✓ **Learn** the various success principles and improve your skills sets

**WHO SHOULD ATTEND**

**ALL EMPLOYEES IN THE ORGANISATION WHO ARE INVOLVED IN OFFICE ADMINISTRATION, INCLUDING:**

- Administrative Managers
- Office Executives
- Office / Personal / Executive Assistants
- Secretaries

# Upgrading Your Admin & Organisation Skills

16<sup>th</sup> (Mon) & 17<sup>th</sup> (Tue) July 2018 – Holiday Inn Singapore Orchard City Centre

## PROGRAMME OUTLINE

### Day One

08:30 Registration and Breakfast

09:00 **BRIEFING AND ICE BREAK**

09:15 **ORGANISING AND PLANNING**

In this session, the participants will be involved in organising and planning. Using the skills that can both be used at home and at work.

They will learn how to :-

- Plan
  - Organised
  - Placing the right skills both to use and to re-learn
- A template to help in this planning and organizing both at home and at work.

10:45 Morning Refreshment

11:00 **STRESS THAT MOTIVATES**

The participants will be hands on, using stress as a motivation tool that will create a 'Just do it' attitude!

They will learn :-

- the '15' grab
- self talk
- how to keep the energy going
- a clear direction of purpose and direction of passion

how to beat procrastination and take the first step to move on in completing a task

12:30 Networking Luncheon

13:30 **BODY TALKS**

Listening with the eyes will be a 'hands on' practice. Through these observations, the correct messages can be read and lessen miscommunications.

The participants will learn how to catch the right message:-

- from eyes
- from faces
- from sitting and standing positions
- hand shakes
- other signs

15:00 Afternoon Refreshment

15:15 **MINGLING AT BUSINESS AND SOCIAL FUNCTIONS**

Learning to be prepared for functions, with the Dos and Don'ts. How to socialise and make the most of the invitation received.

This session will be both theory and practical.

17:00 Wrap up Day 1

### Day Two

08:45 Breakfast

09:00 **SELF BRANDING**

In your strife to be better and going through the journey of work each day, you will need to re-picture yourselves how to 'Self Brand' so as to have an 'ownership' of who you are.

This session will help you to come forward as the person who you want to be!

This spells for a refreshing reminder of Attitude.

10:45 Morning Refreshment

11:00 **OFFICE POLITICS INVOLVEMENT**

Politics happened everywhere – at home, at work... where there are people, there will always be conflicts, gossips, differences and so the word 'politics' come into being.

The 10 office politics why it happened in the office and how we could play a positive part in it.

A political quiz to test ourselves in this political arena.

12:30 Networking Luncheon

13:30 **SUCCESS PRINCIPLES**

A refreshing key to Success Principles which will help the participants to build up a better working environment and restart the synergy of success.

- Success mindset
- Be a team player
- Focus
- Prioritise
- Seek to be outstanding
- Mentoring
- Watch the bottom line – KPI
- Important 3 skills :
  - communication
  - problem solver
  - time management

15:00 Afternoon Refreshment

15:15 **ASPIRE TO INSPIRE**

"Aspire to Inspire"..... the day starts IF we get out of bed! And then we shall face challenges as part of life...Challenges make life interesting, tackling and facing challenges makes life more meaningful!

In this session, we shall share life's Ups and Downs, and how we are able to 'pick up' ourselves and move on to greater heights life has to offer.

- 7 Ups
- Attitude

17:00 End of Workshop

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## REGISTRATION CONTRACT

Please complete this form immediately and fax to  
(65) 6234 2106 or scan and e-mail it to  
[register@maximusconnections.com](mailto:register@maximusconnections.com)

### A. Delegate's details

1) Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

2) Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

3) Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

### B. The Invoice should be directed to (Dept)

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

### C. Authorising Officer's details

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This booking is invalid without an authorised signature.**

### 2-Day Workshop Fee:

- S\$ 794 nett** per delegate  
(Early Bird Rate, by 1<sup>st</sup> June 2018)
- S\$ 875 nett** per delegate  
(for registrations after 1<sup>st</sup> June 2018)
- Group Registration** (three and above in one application):  
each participant entitled to a Logitech Wireless Mouse
- [Fee includes documentation, refreshment, lunch & all relevant taxes (we do not charge GST)]

*A certificate of recognition will be given upon course completion.*

### TERMS & METHOD OF PAYMENT

An official invoice will be sent to you after receiving the registration contract. Placement is only confirmed when full payment is received within **twenty-one (21) days** from invoice date. We reserve the right to impose late payment charges. For late registrations, payment must be received prior to the course date.

**1) Cheque :** Made payable to  
**Maximus Connections**  
Send it to:  
Maximus Connections (Payment 786),  
9 Bishan Street 15 #31-18 Singapore 573909

**2) Bank :** DBS Bank, Singapore  
Current Account Number: **070-900872-0**  
(Quoting your Company Name and "P786" as reference)

### CANCELLATIONS & SUBSTITUTIONS

All cancellations of registration must be notified in writing. If cancellation by 25<sup>th</sup> June 2018, you will be entitled to a 50% refund. Regrettably, no refund will be given for cancellation after 25<sup>th</sup> June 2018. However, a complete set of documentation will be sent to you. Substitutions are welcomed at any time before 9<sup>th</sup> July 2018 with formal notification in writing.

### NOTE

It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. Maximus Connections will not be held liable for any costs arising from this change.

### HOTEL ACCOMMODATION

Accommodation is not included in the fees. If you need accommodation at the workshop venue, kindly contact Holiday Inn Singapore Orchard City Centre, 11 Cavenagh Road, Singapore 229616, Tel (65) 6733 8333. Or visit [www.holidayinn.com/sin-orchard](http://www.holidayinn.com/sin-orchard)

### REGISTER NOW

Contact **Mr Ryan Loh**  
Tel: (65) 6451 7698, Fax: (65) 6234 2106  
Email: [register@maximusconnections.com](mailto:register@maximusconnections.com)  
[www.maximusconnections.com](http://www.maximusconnections.com) (Regn No: 53113082K)