

Training course on “Managing yourself to enhance your effectiveness and office management”
on 27-29 May 2014 , at Settha Palace Hotel



Target group: Middle level, manager, staff
Language: Lao
Time period: 18 hours (3 days)
Location: Settha Palace Hote
Seminar Fee: For ECCIL's Member: 3,300,000 LAK.
For Non-member: 3,600,000 LAK
(Including coffee break, Lunch, handouts)

Objective:

- To come up with something to improve participants' effectiveness
- To know the ways to cope with challenges they may face
- To share the information and ideas with their friends and colleagues they may obtain from this course
- To understand the basic role and importance of office management in business
- To know how to control office system for routine works
- To share the information and ideas with friends and colleagues from this course

Contents:

- What is personal effectiveness?
- Learning to learn
- Developing Emotional Intelligence
- Self-Awareness
- Managing Your Performance
- Managing Your Time
- Dealing with Change
- Communication with Others
- What is Office Management?
- Set up 5s for routines office system
- Set up clearly responsibilities
- Filing office system

The training will conduct by Ms. Southanom Phinsavath, Deputy Director of Lao-Japan Institute. MBA, Kobe University, Japan

Registration now at eccil.trainings@gmail.com, soupanith.lounalath@eccil.org , or call for more information at 020 95519988.

Please kindly register before 30 April 2014