

# Management skills/minute taking

Today's professional 'PA/Secretary/Frontline staff' is expected to assume management and technical responsibilities, often in the absence of their manager.

Plan, organise and allocate work

Manage interpersonal team processes to achieve required outputs

Evaluate achievement of work unit objectives

Explain the relationship between the type, ownership, size of an organisation and its management structure

Explain the different types of management structure in an organisation

Explain the relationship between various management roles

Explain successfully managerial elements

Demonstrate, plan, implement and control an information system in an organisation

Demonstrate, plan and schedule work for oneself and others

**Date:** 03 December 2012

**Time:** 07:30

**Venue:** Premier Hotel O R Tambo, Kempton Park

**Cost:** R 6 399.50 Per Delegate (Excl. VAT) 4 days

**More info:**

Close to O.R. Tambo International Airport

For more, visit: <https://www.bizcommunity.com>