

Grande Centre Point Ratchadamri

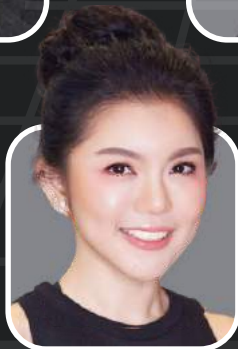
14 - 15 MAY 2024

ADVANCED EXECUTIVE ASSISTANT & SECRETARY



สู่ความเป็น “สุดยอดเลขานุการ”

ทรงประสิทธิภาพ สร้างประสิทธิผล สนับสนุนผู้บริหารแบบเหนือชั้น เจริญก้าวหน้าไร้ขีดจำกัด



“MEET THE EXPERTS & LEARN TO BE TOP-NOTCH SUPER SECRETARIES”
DEVELOP ESSENTIAL SKILLS TO INCREASE YOUR EFFICIENCY & EFFECTIVENESS

For Registration

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ADVANCED EXECUTIVE ASSISTANT & SECRETARY

14 - 15 MAY 2024

Be First Class Executive Secretary, Enhance Effectiveness & Efficiency
Optimizing Your Boss's Success & Driving Your Career Progress

Gain Critical Insights Essential to Excel in Your Role as Super Secretary

- Discover 'Your Strengths' to Become the 'Super Secretary'
- 'Personal Growth' to be a First-Class Executive Secretary
- 'Time & Workloads' Management to Achieve Key Results
- Ensure Productive EA & Boss Relationship Management
- The Arts of Conflict Management, Convincing & Influencing
- 'Financial Acumen' to Better Support Your Boss
- Work-Life Balance: 'Personal Wellness' for Yourself & Boss
- 'Personal Branding', Professional Image & Presentation
- Setting New Pace of Life from Secretary to Management



ADVANCED EXECUTIVE ASSISTANT & SECRETARY



COMPELLING REASONS WHY YOU MUST ATTEND

- Learn to become a better communicator, negotiator and team player
- Know what bosses really expect from you: how to deliver that?
- Boost your career & improve confidence by learning new set of ideas
- Learn effective business skills to impress your boss & clients
- Build good relationships with your bosses and colleagues
- Expand your role into personal development and advancement
- Achieve work-life balance & manage stress & prevent burnout
- Improve human relations skill and learn how to handle difficult people
- Brush up on customer service skills to project a professional image



“As a Executive Secretary, your responsibility does not start and end with you”
Your accountability stretches to your boss, your team, the department and the company as a whole. Your responsibilities require you to be up-to-date with the latest skills & advanced knowledge required for you to optimize the effectiveness and the time of you and your boss. This program provides the solid platform for you to enhance your skills if you are willing to learn, grow and accept challenges.”

9:00 - 10:30

OPTIMISE YOUR STRENGTH TO BECOME A 'SUPER SECRETARY'

Develop & Assert Your Strengths: Driving Yourself to Be 'Super Secretary'

ค้นพบจุดแข็งของตน สร้างความสามารถ จาก “เลขาสู่ความเป็นสุดยอดเลขาฯ” ได้ตามเป้าหมาย



DR. SURIYA LERTWATTANAPONGCHAI

Independent Director
Managing Director, Lean Master
BMG (Thailand)

- Essential Skills to Increase Effectiveness & Smart Assertiveness
- Sense of Teamwork: Getting Going with Team Building & Teamwork
- Develop Interpersonal Skills and Excel in Your Role as a Super Secretary
- Successful Partnership: Cultivate Trust & Work Effectively with Your Boss
- Meeting the demands and conflicting priorities in supports of your boss
- Persuading Decision Makers, and Colleagues through 'Smart Assertiveness'

Morning Break: 10.30 - 10.45

10:40 - 12:15

'STRATEGIC THINKING' & 'CREATIVE THINKING' TO SUPPORT EXECUTIVES

Understanding the Right Issue & Thinking Creatively: Improving Your Creativity to Support Your Boss's Decision Making & Problem Solving

กลยุทธ์และแนวทางพัฒนาความสำเร็จใน “การฝึกจับประเด็น” และ “การคิดอย่างสร้างสรรค์” เพื่อสนับสนุนการดำเนินงานกลยุทธ์ที่สนับสนุนการตัดสินใจที่ดีเยี่ยมของผู้บริหาร เลขาฯ การขึ้นเลขาฯ ควรช่วยผู้บริหารเข้าใจสถานการณ์และแก้ไขปัญหาล่วงหน้าได้รวดเร็ว

- What is 'Issue Capturing' & How 'Issue Capturing' skills can optimize your boss's effectiveness?
- Use Issues Capturing to report the meeting & the right situations to boss
- Use Issues Capturing to fine tune your creative & problem-solving
- Apply creativity to problem solving and decision making
- Eliminating ineffective thinking habits and practice results-oriented thinking
- Understand the Right Issues to develop strategic ideas for networking building

Lunch & Networking: 12:15 - 13:15

13:15 - 14:45

SETTING YOUR NEW PACE OF LIFE TOWARDS LEADERSHIP

Setting Your New Pace of Life: Moving from Secretary to be a Part of the Management

รู้ลึก*เส้นทางชีวิตการทำงานของผู้ช่วยผู้บริหารและเลขาฯ การให้เติบโตก้าวหน้าจนเป็นหนึ่งในทีมผู้บริหารได้ในที่สุดด้วยวิธีการคิดและการทำที่เป็นไปได้จริงหากมุ่งมั่นตั้งใจ



MS. NONLAK THANARAK

Former Managing Director
GSI Executive Search

- Moving beyond the conventional role of executive secretary
- Prepare for the future essential skills.
- Plan your “Future Career Development” to meet your and your boss expectations
- Get the right mindset to work your way up effectively

Afternoon Break: 14.45 - 15.00

15:00 - 16:15

THE FUTURE of OFFICE WORK amid DIGITAL TRANSFORMATION

Emerging New Workload & Innovative Work Process due to Digital Disruption and Business Transformation to Achieve Desirable Results

เตรียมพร้อมรับมือกับพลังนวัตกรรมดิจิทัลที่พลิกธุรกิจและเปลี่ยนกระบวนการทำงานแบบใหม่ การทำงานภายใต้ปัจจัยภายนอกที่เปลี่ยนแปลงรวดเร็ว และจัดระบบระเบียบวิธีทำงานแบบใหม่อย่างมีประสิทธิภาพ



MR. PATHOM INDARODOM

Former Managing Director - IoT & Digital Solution
True Digital Group

- Overcoming digital disruption challenges in your workplace
- Setting priorities to work effectively in the light of digital transformation
- Using Artificial intelligence and your intuition to make right decisions and drive success
- How to manage and optimize success for executives amid digital transformation

16:15 - 17:00

Q&A Moving Forward toward The Future



MS. NONLAK THANARAK

Former Managing Director
GSI Executive Search



MR. PATHOM INDARODOM

Former Managing Director - IoT & Digital Solution
True Digital Group

9:00 - 10:30

BUSINESS PROJECT MANAGEMENT for YOUR BOSS

Great Insights for EAs & Secretaries to Improve You Ability to Lead, Plan, Manage, Control and Implement Projects for Your Boss

กลยุทธ์และเทคนิคจากประสบการณ์ว่าด้วยเคล็ดลับในการบริหารโครงการธุรกิจเพื่อสนับสนุนผู้บริหารให้ประสบความสำเร็จ



MR. NIWAT THANPITINAN

Managing Director
Propertist

- Challenges of business projects & Getting buy-in from stakeholders
- Project management process - outputs are different from outcomes
- Working out timeline and deadlines - identifying the critical path
- Assigning resources to tasks - delegation of responsibility for work
- Setting a baseline to monitor progress - milestones and budgets

Morning Break: 10.30 - 10.45

10:45 - 12:15

FINANCIAL ACUMEN TO BETTER SUPPORT YOUR BOSS

'Financial Insights' for Super Secretaries to Understand the Nature of Business and Better Support Your Boss

ความรู้ความเข้าใจเกี่ยวกับ**การเงินที่เลงานุการชั้นเลิศควรทราบ**เพื่อสนับสนุนการบริหารของผู้บริหารได้อย่างเต็มที่



MS. SANSANEE HUTANUWATR

Former Chief Investment Officer &
Deputy Managing Director
Finansa Asset Management

- Making sense of essential numbers
- Developing your business acumen like an executive
- Learn critical financial skills that boost your competency
- Overcoming Barriers in Financial Learning

Lunch & Networking: 12.15 - 13.30

ADVANCED EXECUTIVE ASSISTANT & SECRETARY

13:30 - 15:00

BALANCING PERSONAL WELLNESS

Achieving 'Personal Wellness with Work/Life Balance' for Your Boss and Yourself

แนวทางความสำเร็จสู่ “สภาวะความสมดุลในชีวิตและการทำงาน” ในฐานะเลขานุการชั้นเลิศและสนับสนุนผู้บริหารให้เกิดความสมดุลในชีวิตและการทำงานพร้อมเคล็ดลับความงามและสุขภาพดีที่สุดยอดเลยนะคะ ต้องไม่พลาด



DR. CHATDAO JANGWANGKORN (M.D.)

Anti-aging and Regenerative Medicine Physician Family Medicine Physician. **TNN HEALTH Moderator, TNN 16 Channel**

- Finding balance your new roles as an executive assistant
- Balancing your life between work and home to prevent burnout
- Drawing the line between work life and private time
- Helping Your Boss to combat the obsession of working overtime
- Assisting Your Boss to juggle changes in their corporate role
- Practical tools and advice for work/life balance management

Afternoon Break: 15.00 - 15.15

15:15 - 16:30

'CONFLICT MANAGEMENT': HOW TO BE CONVINCING & INFLUENCING

The Arts of Convincing & Influencing Skills to Manage Conflict & Handle Difficult Situations in Challenging Executive Suits

การพัฒนาความเป็นผู้นำและความสามารถในการโน้มน้าวสร้างความเชื่อถือในการนำเสนองานและการจัดการความขัดแย้งหรือสถานการณ์เร่งด่วนยากลำบากในสำนักงานเพื่อความสำเร็จของผู้บริหารและองค์กรอย่างแท้จริง



DR. TAYAT SRIPLUNG

Former Managing Director
Watson Wyatt (Thailand)

- Develop your abilities to convincing & influencing skills to optimize your work effectiveness
- When conflicts arise in the office; how to be in control and shape new solutions
- Communication through proven techniques to manage conflict effectively
- Communicating effectively with your boss and team members to get things done
- Adapting Communication Techniques to help your boss manages conflicts and difficult situations

16:30 - 17:00

Q&A Moving Forward toward The Future



DR. TAYAT SRIPLUNG

Former Managing Director
Watson Wyatt (Thailand)



MR. NIWAT THANPITINAN

Managing Director
Propertist

DEAR 'EXECUTIVE ASSISTANT'

"It's no secret that behind every great boss there's a great assistant. Someone extremely well organized, totally reliable, and completely trustworthy- And highly influential in the success - or failure - of both the boss and the business. But how do they do it? How do they build such trusted relationships? How to increase your ability to influence your boss, deepening the relationship, and adding value to the business."

"Top-level executive assistants are established professionals with proven managerial and operational skills. They usually work with CEO's and other senior executives. EA should be fully aware of the management's strategic goals and objectives, as it's their responsibility to help their boss achieve the strategic goals. Therefore, professional attributes and skills are highly needed. EA should have strong problem-solving and decision making capabilities and be able to work independently to plan, coordinate and organize projects. They supervise, mentor and develop administrative staff, and often have an assistant of their own. The role itself invariably expands to include other opportunities, so the successful EA needs to have good multi-faceted skills."

'RISE BEYOND THE LIMIT!!'

DEAR 'BOSS'

Both individuals and organizations benefit when employees are aware of their full potential and can use it to enhance value to themselves, their bosses and organization. After attending this Masterclass your assistants and secretaries will return to their offices armed with updated ideas, strategies and knowledge. Executive Assistants are able to take on new challenges and responsibilities and their managers value the results. Encourage your secretaries & assistants to build valuable skills through this Conference.

This investment in professional development as well as recognition of their professional value will come back to you and your company in the form of greater efficiency and exceptional performance. By then, you will come to realize that indeed you do need people who do things differently in an efficient manner, people who know how to use cooperation, relationship and partnership in an effective way, people who are sensitive communicators knowing when and where to open all your important doors and people who lead alongside you."

'THE BETTER EA, THE GREATER LEADER'

14 - 15 MAY 2024

ADVANCED EXECUTIVE ASSISTANT & SECRETARY



สู่ความเป็น “สุดยอดเลขานุการ”

ทรงประสิทธิภาพ สร้างประสิทธิผล สนับสนุนผู้บริหารแบบเหนือชั้น
เจริญก้าวหน้าไร้ขีดจำกัด



Key Information	Easy Ways to Register
When: 14 - 15 MAY 2024 Where: Grande Centre Point Ratchadamri	Online Registration http://www.omegaworldclass.org/register-online/ E-mail: conference@omegaworldclass.org 

Registration Fee	เราจะเลิกปัญหา ปรึกษาตรงจุด
Fee Per 1 Person	28,500.00
VAT 7 %	1,995.00
Total Amount (Bath)	THB 30,495.00

Key Information
8.30 Register & Morning Coffee 9.00 - 10.30 Program Commences 10.30 - 10.45 Morning Break 10.45 - 12.15 Program Commences 12.15 - 13.30 Lunch & Networking 13.30 - 15.00 Program Commences 15.00 - 15.15 Afternoon Break 15.15 - 16.45 Program Commences 17.00 End of Program

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