ADVANCED EXECUTIVE ASSISTANT, SECRETARY & OFFICE MANAGER

Be First Class Executive Secretary, Enhance Effectiveness & Efficiency to Optimize Your Career Progress & the Boss’s Success

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

CRITICAL SKILLS TO BE A TOP NOTCH EXECUTIVE SECRETARY

- Discover ‘Your Strengths’ to Become the ‘Super Secretary’
- ‘Personal Growth’ to be a First-Class Executive Secretary
- ‘Issue Capturing & Creative Thinking’ for Super Secretary
- ‘Time & Workloads’ Management to Achieve Results
- ‘Emotional Intelligence’ & ‘Conflict Management’
- ‘Financial Acumen’ to Better Support Your Boss
- Balancing ‘Personal Wellness’ for Yourself & Boss
- ‘Personal Branding’ and Professional Image
- Smart ‘Business Networking’ & Negotiation

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Call: +66 (0) 2158 9892, +66 (0) 89 692 9900 Email: conference@omegaworldclass.org
ADVANCED EXECUTIVE ASSISTANT, SECRETARY & OFFICE MANAGER

MEET TOP-NOTCH EXPERTS FROM LEADING COMPANIES WHO WILL MOVE & MOTIVATE YOU TO ADVANCE THE FUTURE OF YOUR GREATER ACHIEVEMENT

31 March & 1 April 2020

Ms. Supar Phokachaipat
Former Chief Officer Corporate Affairs
Allianz Ayudhya

Dr. Chatdao Jangwangkorn (M.D.)
Anti-Aging Medicine
Praram 9 Hospital

Ms. Nonglak Thanarak
Former Managing Director
GSI Executive Search

Mr. Niwat Thanpitinan
Managing Director
Propertist

Dr. Vichakorn Hengsadeekul
Former Managing Director - Interior Finishing
SIKA (THAILAND)

Dr. Chatdao Jangwangkorn (M.D.)
Anti-Aging Medicine
Praram 9 Hospital

Ms. Sansanee Hutanuwatr
Former Chief Investment Officer & Deputy Managing Director
Finansa Asset Management

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COMPELLING REASONS WHY YOU MUST ATTEND THIS CONFERENCE

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

“As a Executive Assistant, 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 Summit provides the solid platform for you to enhance your skills if you are willing to learn, grow and accept challenges.”
‘TO BE TOP-NOTCH SUPER SECRETARIES’
Develop Essential Skills to Increase Your Efficiency & Effectiveness

Chairperson
Ms. Nonglak Thanarak
Former Managing Director, GSI Executive Search

‘STRENGTH FINDING’ TO BECOME A ‘SUPER SECRETARY’
Discover & Assert Your Strengths: Driving Yourself to Be ‘Super Secretary’
ค้นพบจุดเด่นแฝงด้วย สร้างความสามารถ จาก “เจ้าหน้าที่สู่เจ้าหน้าที่สุดยอดเจ้าหน้าที่"

Ms. Supar Phokachaipat
Former Chief Officer Corporate Affairs
Allianz Ayudhya

Key Learning Points
- 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 of working with your boss
- Persuading Decision Makers, and Colleagues through ‘Smart Assertiveness’

‘ISSUE CAPTURING’ & ‘CREATIVE THINKING’ TO SUPPORT EXECUTIVES
Seeing the Right Issue & Thinking Creatively: Improving Your Creativity to Support Your Boss’s Decision Making & Problem Solving

Ms. Supar Phokachaipat
Former Chief Officer Corporate Affairs
Allianz Ayudhya

Key Learning Points
- 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
‘TIME & WORKLOADS’ MANAGEMENT TO ACHIEVE RESULTS

REAL CASE: ‘Managing Time’ Effectively and Coping with Escalating Workloads to Achieve Desirable Results

กลุ่มย์และแนวทางความสำเร็จเพื่อให้เจ้าหน้าที่เกิดประสิทธิภาพ “บริหารเวลาการทำงานให้สำเร็จตามกำหนด” ลดการเบรกงาน
จากเปริญภัยภัยภัย นิสิตมิตรจงกับงานครบหน้าและจัดระบบระเบียบให้กับการทำงานอย่างมีประสิทธิภาพ

Dr. Vichakorn Hengsadeekul
Former Managing Director - Interior Finishing
SIKA (THAILAND)

Key Learning Points
- Overcoming time management challenges while working with other people
- Setting priorities to work effectively
- Using your intuition to make right decisions quickly
- How to manage and minimize distraction to optimise success

Panel Discussion: Setting Your New Pace of Life: Major Steps Moving from Secretary to be a Part of the Management Team

สนทนา-ถามตอบ-มอบประสบการณ์: *ซีอีโอแนะนำกลยุทธ์วิธีการ*รัฐี*สิ่งทางชีวิตการทำงานของผู้ช่วยผู้บริหารและ
เจ้าหน้าที่ต้องมีการพัฒนาในสิ่งที่เกินขั้นผู้บริหารได้ที่สุด ด้วยวิธีการคิดและการทำที่เป็นไปได้จริงหากมุ่งมั่นตั้งใจ

Dr. Vichakorn Hengsadeekul
Former Managing Director - Interior Finishing
SIKA (THAILAND)

Ms. Nonglak Thanarak
Former Managing Director
GSI Executive Search

Key Learning Points
- Be Super Executive Secretary: Self-Development to Meet Your Boss’s Expectation
- Making Best Use of Your Leadership Qualities and Skills as Super Executive Secretary
- Moving Beyond the Conventional Role of Executive Secretary: Critical Skills to Succeed in the Era of Disruptions
- Successful & Effective Presentation Skills: From Note Takers to Result Drivers
DAY TWO    1 April 2020

Chairperson
Ms. Nonglak Thanarak
Former Managing Director, GSI Executive Search

‘BUSINESS NETWORKING’ & NEGOTIATION


Key Learning Points
• Business networking is critical to the success of your bosses
• Understanding the new mindset & strategies towards business networking
• How to maximize your boss’s business networking effectiveness
• Innovative tools to help your bosses to maximize their business networking

Mr. Niwat Thanpitinan
Managing Director
Propertist

10.45 - 12.15

FINANCIAL ACUMEN TO BETTER SUPPORT YOUR BOSS

‘FINANCIAL INSIGHTS’ FOR SUPER SECRETARIES TO UNDERSTAND THE BUSINESS AND BETTER SUPPORT YOUR BOSS

Key Learning Points
• 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

Ms. Sansanee Hutanuwatr
Former Chief Investment Officer & Deputy Managing Director
Finansa Asset Management
‘EMOTIONAL INTELLIGENCE’ & ‘CONFLICT MANAGEMENT’

Developing High Emotional Intelligence & Personal Leadership Skills to Effectively Mitigate Conflict & Handle Difficult People in a Challenging Executive Environment

ช่วงเวลาที่คุณจะพบประสบการณ์ในวิธีการสร้างเสริม “ความฉลาดทางอารมณ์” และกลยุทธ์จัดการ “ความขัดแย้ง” ในสิ่วนางเพื่อความสำเร็จของผู้บริหารและองค์กร

Dr. Tayat Sriplung
Managing Partner
The Nile Management Consulting

Key Learning Points
- What is EI (Emotional Intelligence) in your daily workplace?
- Develop High EI to optimize your work effectiveness as Super Secretary
- When conflicts arise in the office; how to be in control by using Emotional Intelligence?
- Recognize conflict management employed by secretaries and identify your own
- Communication through EI techniques to manage each stage of conflict effectively
- Communicating effectively with your boss and team members when conflict arises
- Adapting Communication Techniques to help your boss manages conflicts

BALANCING PERSONAL WELLNESS

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

กลยุทธ์และแนวทางความสำเร็จ “สุขภาวะความสมดุลในชีวิตและการทำงาน” ในฐานะเลขานุการชั้นเลิศและสนับสนุนผู้บริหารให้เกิดความสมดุลในชีวิตและการทำงานพร้อมเคล็ดลับความงามและสุขภาพที่สุดของดเลขาฯต้องไม่พลาด

Dr. Chatdao Jangwangkorn (M.D.)
Anti-Aging Medicine
Praram 9 Hospital

Key Learning Points
- 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
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 Summit, 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 Summit.

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 and close all your important doors and people who lead alongside you.”

‘THE BETTER EA, THE GREATER LEADER’
REGISTRATION FORM

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Company Name ___________________________

Address ____________________________________________ Postal Code __________

Tax ID No. ____________ ☐ Head Office ☐ Branch __________________________

Contact Person ___________________________ E-mail __________________________

Tel. __________ Fax. __________ Mobile. __________________________

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Please Fax Pay-in slip to Fax: +66 (0) 2158 9910 (Most Presentations will be in Thai. นำเสนอเป็นภาษาไทย)

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Key Information

When
31 March & 1 April 2020

Where
To be held at a 5 star hotel with convenient location in Bangkok CBD, offering comfortable facilities & high quality of service throughout the course.

4 Easy Ways to Register

TEL: +66 (0) 2158 9892, +66 (0) 89 692 9900
Fax: +66 (0) 2158 9910
E-mail: conference@omegaworldclass.org
Mail: OMEGAWORLDCLASS Innovation Institute
645/11 Ladprao112 Wangtonglang
Bangkok 10310 THAILAND

HOW TO SECURE YOUR SEAT

1. Payment prior to the conference is required to complete your registration.
2. Upon completion, a letter of confirmation will be delivered to you before the event date.
3. The registration fee covers a detailed conference documentation, lunches, refreshments, and all meeting materials.

REGISTRATION FORM

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<th>Premium Seminar</th>
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<td>28,500.00</td>
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<td>1,995.00</td>
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