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
- ‘Getting Key Idea’ & Creative Thinking’ for Super Secretary
- ‘Time & Workloads’ Management to Achieve Results
- Developing the Arts of Convincing, Influencing and Conflict Management
- ‘Financial Acumen’ to Better Support Your Boss
- Balancing ‘Personal Wellness’ for Yourself & Boss
- ‘Personal Branding’ and Professional Image
- Smart ‘Business Networking’ & Negotiation
- Setting New Pace of Life from Secretary to Management

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29 - 30 October 2020

www.omegaworldclass.org

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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
Dr. Suriya Lertwattanapongchai
Independent Director, Precise Corporation
Managing Director/ Lean Master, BMG Thailand

DAY ONE  29 October 2020
9.00 - 10.30

OPTIMISE YOUR STRENGTH TO BECOME A ‘SUPER SECRETARY’

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

คุณสมบัติที่คุณมี สร้างความสามารถ จาก “เลขาฯสู่ความเป็นสุดยอดเลขาฯ”

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’

10.45 - 12.00

‘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

กลยุทธ์และแนวทางพัฒนาความคิดสร้างสรรค์ใน “การจัดเตรียมประเด็น” และ “การคิดค้นอย่างสร้างสรรค์” เพื่อสนับสนุนการดำเนินกลยุทธ์ ที่สนับสนุนการตัดสินใจที่ดีที่สุดของผู้บริหาร เลขานุการชั้นเลิศควรช่วยผู้บริหารเข้าใจสถานการณ์และแก้ไขปัญหาได้อย่างรวดเร็ว

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

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13.30 - 15.00

‘TIME & WORKLOADS’ MANAGEMENT TO ACHIEVE RESULTS

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

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

Dr. Suriya Lertwattanapongchai
Independent Director, Precise Corporation
Managing Director/Lean Master, BMG Thailand

15.15 - 16.45

BALANCING PERSONAL WELLNESS

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

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

Dr. Chatdao Jangwangkorn (M.D.)
Anti-aging and Regenerative Medicine Physician
Family Medicine Physician
Discovery Health Tips Moderator, MCOT Family Channel
DAY TWO  30 October 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

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
THE ARTS OF CONVINCING, INFLUENCING & ‘CONFLICT MANAGEMENT’

Developing Your Personal Leadership & Abilities to Convincing & Influencing Skills to Manage Conflict & Handle Difficult Situations in Challenging Executive Suits

Dr. Tayat Sriplung
Managing Partner
The Nile Management Consulting

Key Learning Points
- 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

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

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
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

Delegate 1
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Position ___________________ E-mail ___________________ Mobile. ___________________

Delegate 2
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Position ___________________ E-mail ___________________ Mobile. ___________________

Delegate 3
Title ___________________ First Name ___________________ Last Name ___________________
Position ___________________ E-mail ___________________ Mobile. ___________________

Company Name ___________________
Address ________________________________________________________________
Postal Code ___________________
Tax ID No. ___________________ [ ] Head Office [ ] Branch ___________________
Contact Person ___________________ E-mail ___________________
Tel. ___________________ Fax. ___________________ Mobile. ___________________

Key Information
When
29 - 30 October 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.

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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.

Easy Ways to Register

REGISTRATION FORM

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