

## **Community College Hosts Training Session of Executive Secretariat and Office Managers.**

**A training session on executive secretariat and office management was held at the Community College, organized by the General Directorate of Planning and Administrative Development at the University, in collaboration with the Positive Vision Training Center , on Sunday 02/06/1436 AH. The session included three days and around 10 hours of training. The Dean of the College, Dr. Abdullah bin Ahmed Al Dahash, followed-up the provision with the necessary equipment and needs to conduct the training in optimal conditions, in addition to following-up the implementation of the session in the computer labs at the college. Hence, the session of executive secretariat and office managers aimed to introduce trainees to and equip them with the latest executive secretarial skills in organizing meetings, writing letters and correspondences, scheduling appointments and interviews, the methods of direct and indirect communication with individuals, in addition to the mechanisms of offices management as well as tips to deal with paperwork, files and archiving of all kinds.**