

MANAGING YOUR BOSS

Today's Executive has a lot on his plate. To be very effective, he needs a lot of help to be better organized, more focused and more productive and by implication, more effective. Any Executive would be willing to do whatever it takes to hire and retain a staff that makes his tasks easy. This programme is designed for Personal Assistants, Confidential Secretaries and those saddled with the responsibility of helping the Boss to improve his effectiveness. It gives useful tips for managing the Boss' schedule, his appointments, his business relationships as well as the office. This 1-day, three-part presentation gives 21 tips for managing the Boss effectively.



**Time commitment: 1 ½ Days (9:00 am to 5:30 pm;
9:00 am to 12:00 pm)**

Contact us at +971 4 3453250 for more information)

Time: 9.00am to 5.30pm

Venue: SineWave Consultancy, Office 402A, Falcon Gallery Building, Al Mina Road, Dubai.

Price: AED1200.00 per person

Contact Person: Nazira

Subjects Discussed include:

1. The Boss and his Time
2. The Boss and his Relationships
3. The Boss And his Work
4. The Boss and You