

## Tentang CareerTrack-Training

CareerTrack Training dan BeProfessionalTheClub adalah divisi pelatihan manajemen dari PT.Proesdeem Indonesia—lembaga konsultan manajemen yang sejak tahun 1995 memfokuskan kegiatannya pada penyelenggaraan pelatihan profesional. Pelatihan yang diselenggarakan oleh CareerTrack Training dan BeProfessionalTheClub senantiasa memadukan aktualitas dan kualitas kurikulum (modul) pelatihan, pelayanan yang prima, dan kapabilitas instruktur.

Pelatihan yang diselenggarakan oleh CareerTrack dan BePRO senantiasa mengacu pada perkembangan mutakhir dalam pengelolaan perusahaan yang saat ini berorientasi kepada terciptanya *good corporate governance*.

CareerTrack dan BePRO sejak berdiri tahun 1995 senantiasa berusaha mempertahankan kualitas professional training yang tinggi dengan menerapkan adanya check dan control, sehingga professional training yang diselenggarakan dapat

- menjawab kebutuhan para peserta secara komprehensif dan dengan pendekatan aplikatif
- memfokuskan terhadap solusi yang spesifik dan relevan terhadap perkembangan terkini
- memberikan aspek teknik dan aplikatif yang dibawakan oleh para instruktur yang mumpuni
- memfasilitasi kebutuhan soft skill dalam pengembangan karir dan bisnis

Melalui professional training, CareerTrack dan BePRO dapat membantu perusahaan yang ingin berkembang ataupun memperkuat posisi strategisnya dengan memberikan expertis yang dapat meningkatkan kemampuan dalam

- Mengelola prioritas secara efektif
- Membangun budaya kerja yang produktif
- Meningkatkan job value
- Menyelaraskan kemampuan dengan perkembangan serta kebutuhan terkini
- Menciptakan proses, dan professional terbaik bagi perusahaan.

### Web Service Links:

[www.BePRO-seminar.com](http://www.BePRO-seminar.com)  
[www.LPAuditorInternal.org](http://www.LPAuditorInternal.org)  
[www.theITMP.com](http://www.theITMP.com)  
[www.PROESDEEM.com](http://www.PROESDEEM.com)

# The Conference for Secretaries and Administrative Assistants

## Boost your image, your communication skills, your professional development and your satisfaction!



professionalism, new authority and new success

Join other career-minded assistants in more than a dozen information paced sessions that focus on the areas most important to your on the job performance. Tracks include: image and communication skills, professional development, and managing your life.

### Siapa yang Seharusnya Hadir

Para profesional administrasi, termasuk sekretaris eksekutif, asisten administrasi, sekretaris atau anggota-anggota lain staf bantuan administrasi yang sedang berusaha memperbaiki keterampilan guna meningkatkan karier dan menambah efektivitas organisasi mereka.

### Apa Manfaat yang akan Anda Peroleh:

- How to build and strengthen your "people" skills
- How to manage multiple projects, responsibilities and bosses ... without getting all stressed out!
- Proven methods for getting more done in less time
- 3 ways to demonstrate your capabilities and become truly indispensable
- How to keep your cool when dealing with difficult people and much more!

### Apa yang akan Anda Pelajari:

#### Image and Communication Skills: Winning respect and credibility

- Assistants are truly the backbone of an organization. But it's easy to feel overlooked, even ignored, in the rush of everyday business. The few "pats on the back" or positive strokes you do get make all the difference in the world to your attitude. In this session, you'll learn how to get more recognition for your good work ... and use this fuel to make even greater contributions on your job.

#### Communicate with confidence up and down the ladder

- Here's your opportunity to look at your own communication style from a different perspective, develop new insight about yourself and focus on behaviors you want to alter.

#### Interpersonal communication skills—your secret weapon

- This session sheds light on a form of psychological censorship that protects us from seeing ourselves the way we really are and offers frank insight into habits that hold us back.

In this era of dramatic change in the business world, assistants have never been more challenged ... more stretched ... than they are today. You're expected to do whatever it takes to keep the "train moving" amidst the confusion brought on by re-engineering, restructuring, new technology—whatever changes you're up against. In this valuable conference, you'll learn new, practical skills that will enable you to manage your job and your career with new

### Your professional image

- What kind of image do you project? How can you change it to convey the message that you're competent and in control? Find out in this session.

### Believe in yourself

#### Professional Development: Managing when the boss is away

#### Dealing with change

#### Dealing with chronically impossible people

- Attend this session and get straightforward techniques, tested and proven effective in the business world, for getting problem personalities under control.

#### Everyday negotiation skills

- If you're tired of getting the short end of the stick, you're ripe for this crash course on negotiation. And do you ever need it. Between the kids, the spouse, the vendors—even the boss—you can barely remember what it feels like to "have it your way." Practice these great new skills every day and before you know it, winning will become a habit.

#### Staying in sync with your boss

- No two people are busier than the assistant and the boss. A constant avalanche of meetings, phone calls and deadlines leaves little time to talk—let alone communicate. Out of necessity, the most successful assistants have had to carve out their own ways of making the boss/assistant team work. You'll gain an hour's worth of their valuable insight in this session which you can use to give your boss/assistant relationship true lasting power

Jadwal Anda		IDR (000)
January 27, 2012	Jakarta	1.500
March 09, 2012	Bandung	1.500
May 14, 2012	Jakarta	1.500
July 27, 2012	Jakarta	1.500
September 21, 2012	Bandung	1.500
November 12, 2012	Jakarta	1.500
• Biaya tidak termasuk pajak (PPN & PPh), akomodasi dan transportasi		

### Ketentuan Lokasi & Pelaksanaan

Jakarta: Patra Office Tower#1710 atau Hotel Puri Denpasar/Peninsula/Ibis Slipi/Century/ atau hotel lainnya yang akan dikonfirmasi melalui undangan seminar.

Bandung: Hotel Golden Flower, Grand Seriti, atau hotel lainnya yang akan dikonfirmasi melalui undangan seminar.

Jumlah peserta minimal untuk pelaksanaan di Bali 8(delapan) orang, Bandung 5(lima) orang, Jakarta 3(tiga) orang sesuai konfirmasi yang kami terima seminggu sebelum pelaksanaan. Dalam hal jumlah peserta kurang dari ketentuan minimal tersebut maka keputusan pelaksanaannya dapat dibicarakan kedua belah pihak untuk mendapatkan solusi terbaik.

Bila Anda menginginkan jadwal dan lokasi yang berbeda dengan yang telah ditentukan di atas silahkan hubungi Customer Service kami melalui telepon 021-520-1627, 021-7073-3816 atau email:

[careertrack.indonesia@gmail.com](mailto:careertrack.indonesia@gmail.com)