

# CORSO ADDETTO SEGRETERIA GENERALE E DIREZIONALE LUGLIO 2024



Luogo **Emilia-Romagna, Parma**  
<https://www.annuncici.it/x-622113-z>

A Milano  
Corso Addetto di Segreteria Generale e Direzionale

Edizione Luglio 2024 - dal 22/07/2024 al 27/07/2024 (da lun. a sab.)  
48 ore complessive ; dalle 9.00 - 13.00 e 14.00 - 18.00

Posti a numero chiuso, le candidature verranno accolte ed esitate in ordine cronologico di arrivo!

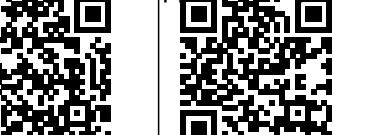
Il percorso formativo, nato dall'esperienza analoga maturata presso le aziende, negli uffici segreteria; come percorsi individuali per il segretariato di direzione e dalla formazione diretta degli addetti di segreteria occupati dai diversi professionisti che saranno docenti-formatori , propone l'acquisizione di competenze e tecniche operative , oggi, indispensabili per lo svolgimento delle funzioni di segreteria.

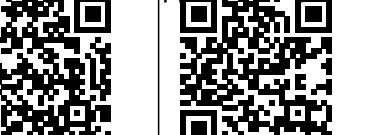
Il ruolo di segretario/a diventa strategico là dove si deve conoscere la logica della gestione tempo/priorità; gestione e cura della clientela e di tutti coloro che devono interagire con l'azienda, il professionista e/o il manager; la struttura organizzativa del contesto dove si opera, riguardo a tempi di apertura, periodi di attività, organigramma, ruoli e funzioni e soprattutto saper gestire la diversità di interazione, relazione e comunicazione rispetto alle diverse tipologie di interlocutore.

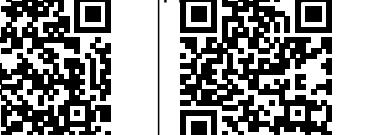
L'addetto di segreteria poi deve avere conoscenze di amministrazione, archiviazione, iter burocratici ed istituzionali, gestione del centralino e coordinamento di altre risorse.

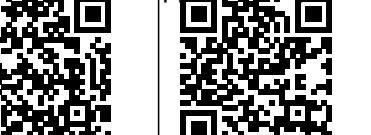
Tutto questo rappresenta l'obiettivo del nostro corso che intende formare risorse pronte ad essere occupate in questo ruolo , in qualsiasi contesto aziendale e geografico, operando con autonomia competenza e professionalità; consapevole di essere la vision della realtà che la segreteria rappresenta quale anti camera.

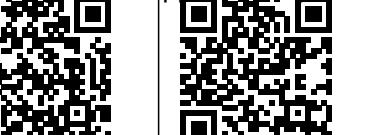
Per informazioni e partecipazione a lezioni online di Segreteria Generale.

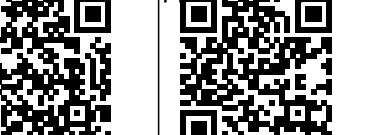
    

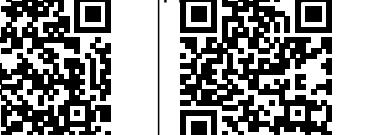
    

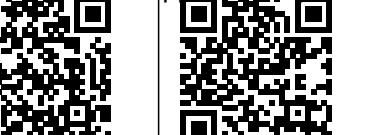
    

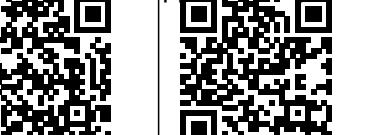
    

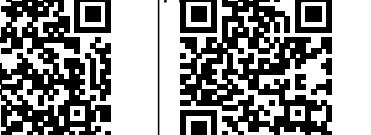
    

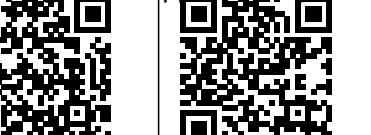
    

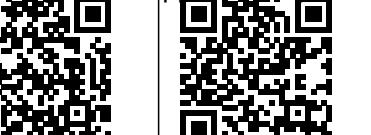
    

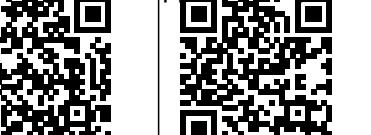
    

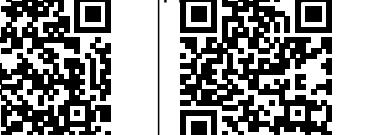
    

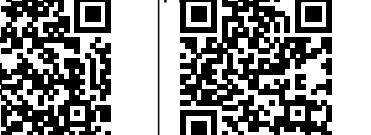
    

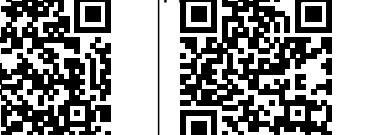
    

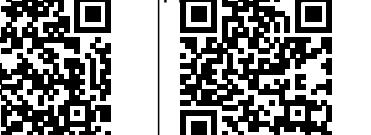
    

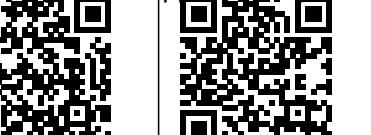
    

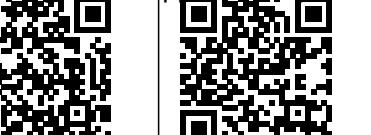
    

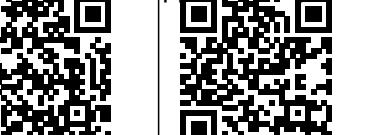
    

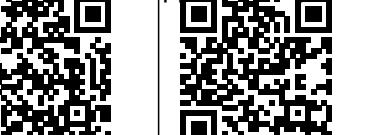
    

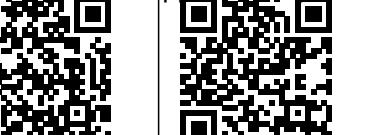
    

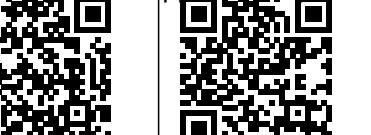
    

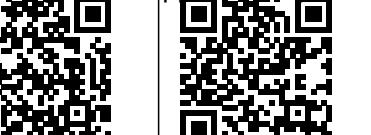
    

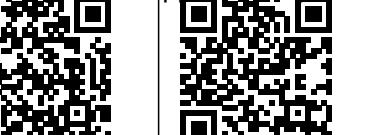
    

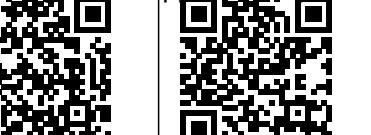
    

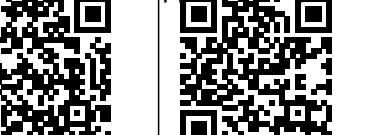
    

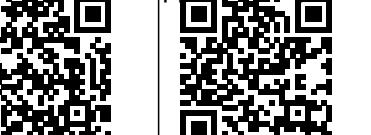
    

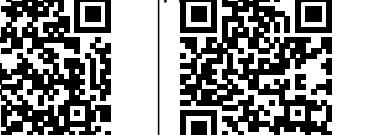
    

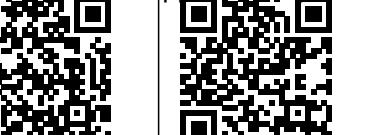
    

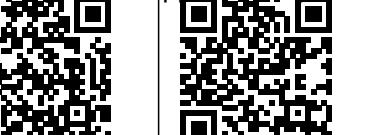
    

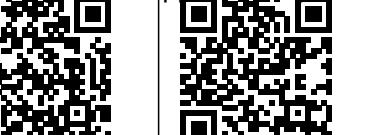
    

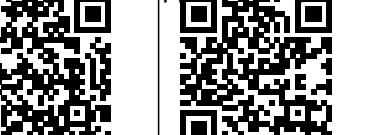
    

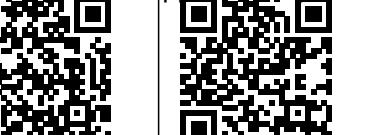
    

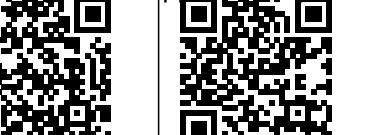
    

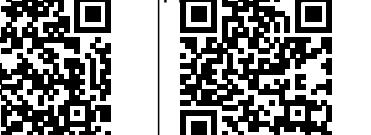
    

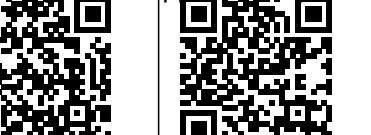
    

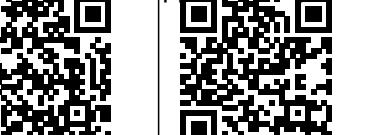
    

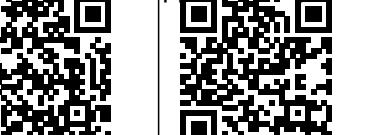
    

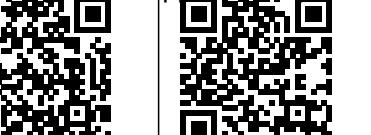
    

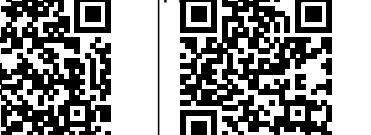
    

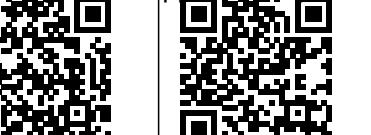
    

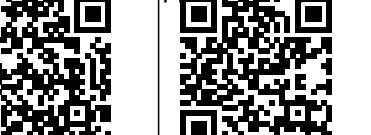
    

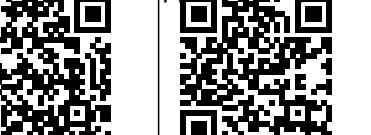
    

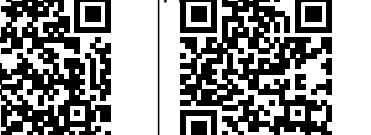
    

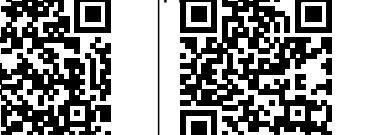
    

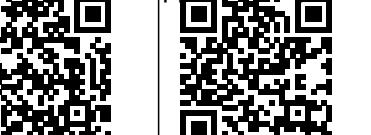
    

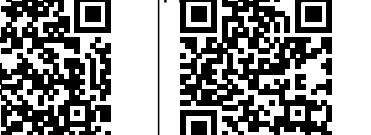
    

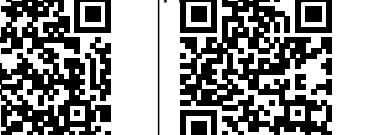
    

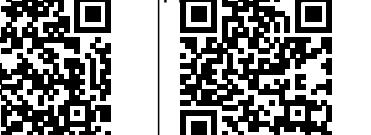
    

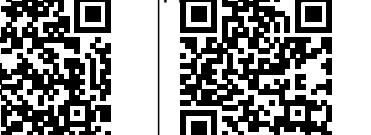
    

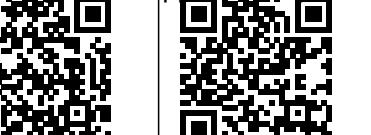
    

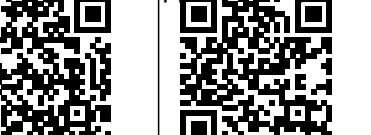
    

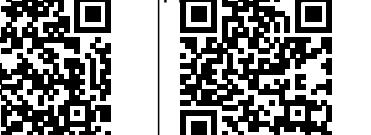
    

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