

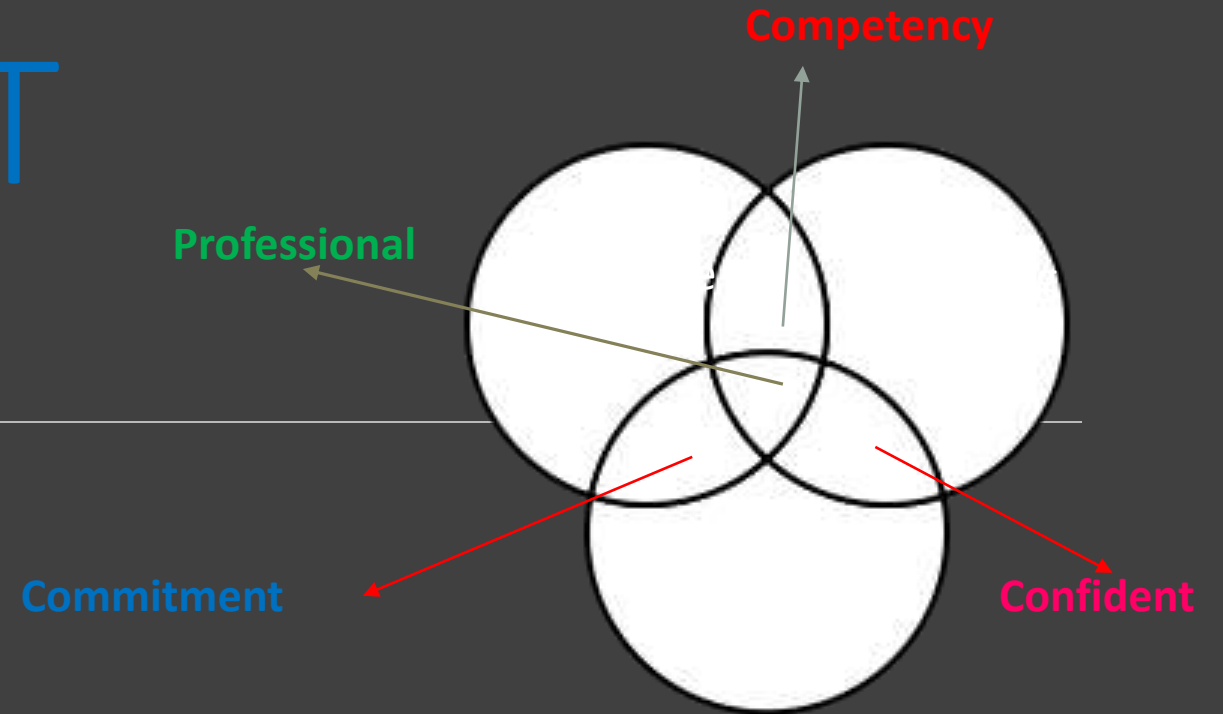
SECRETARIAL CONVENTION 2018.

@IPA BRUNEI DARUSSALAM – 17 April 2018

MIND TRANSFORMATION # FIRST CLASS



PROFESSIONAL GROOMING & DEVELOPMENT



WHAT IS PROFESSIONAL DEVELOPMENT?

“Engaging in specific activities to update, upgrade, and increase competency and skills so as to raise the value of our work professionally continuously.”

Mind SET?

Mind SET 1

- * I want to be a secretary because I have the Diploma or Degree in Secretarial**
- * Because I like the JOB as a secretary**
- * I have the criteria to be a secretary**
- * My Family wants me to work as secretary**
- * My education is valid**
- * Being a secretary does not require skills**
- * I am qualified because I have everything**



ATTITUDE

- Self Oriented
- Not willing to work as a Team



Mind SET 2

- * I Love the Job**
- * I am organised person and details**
- * I am good personality and capable in both way communication**
- * I am logical thinking and like to embrace something new**
- * I am leading myself to provide solution to any problems**
- * I am in-charge to the scope given**
- * Life long learning**
- * Committed to progress**



APTITUDE

- * Goal Oriented
- * Willing to work as a Team



Which One we THINK we Should?

"Excellent result, always willing to go above and beyond! They answer any questions and concerns promptly and effectively.

Have a guess ::

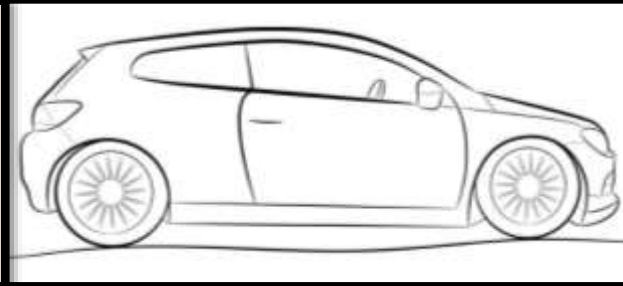
Off the top of my head, I think...

Chances are ...

I'd say...

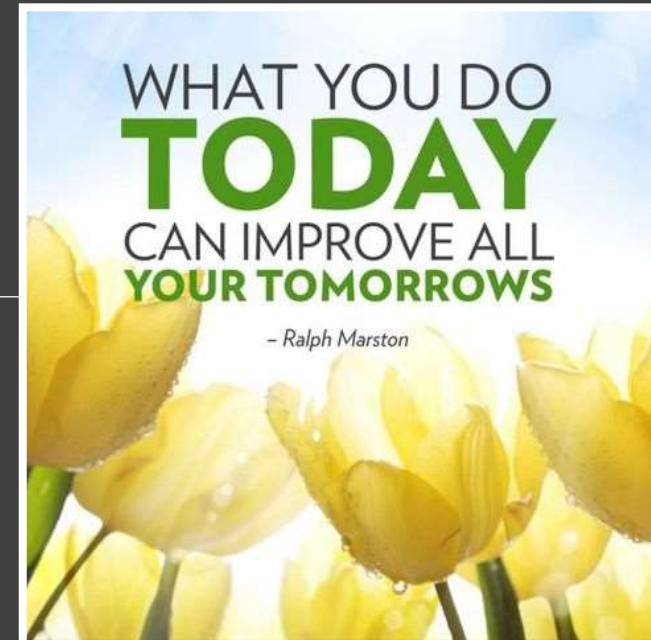


We must first clear where we want to go and how fast we want to arrive?



Personal Common-sense

Making decision & Choice
to speed up action



VISION

- * **Competitive**
- * **Outstanding**
- * **Dynamic**
- * **Charismatic**

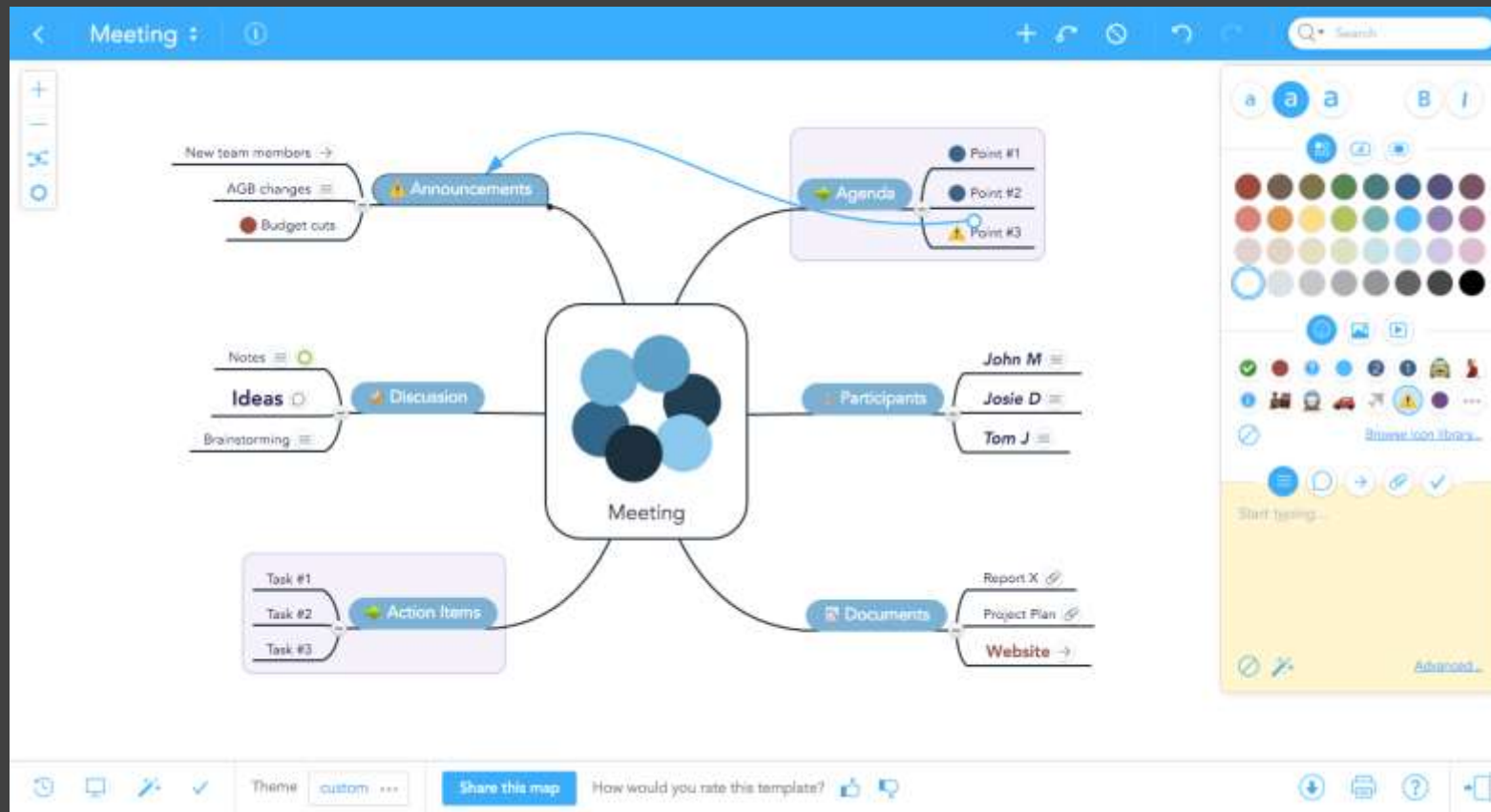
Competitiveness

Aware on what's happening for example :

- * Embracing Digital work application to systemise the work process and increase the speed of way of communication.
- * Setting a group and urgent meeting via apps (WhatsApp, WeChat, Telegram Etc.
- * Create simple way of feed back and views
- * Working Timeline and Reminder via digital



SAMPLE & EXAMPLE (Mind Mapping Meeting)



**Creating simple and
paperless form or
attendance, feed back
form via html account**

OUTSTANDING

- * Organize
- * Manageable
- * Simplest Way
- * Speed
- * Professional Outcome



 **Recognition**

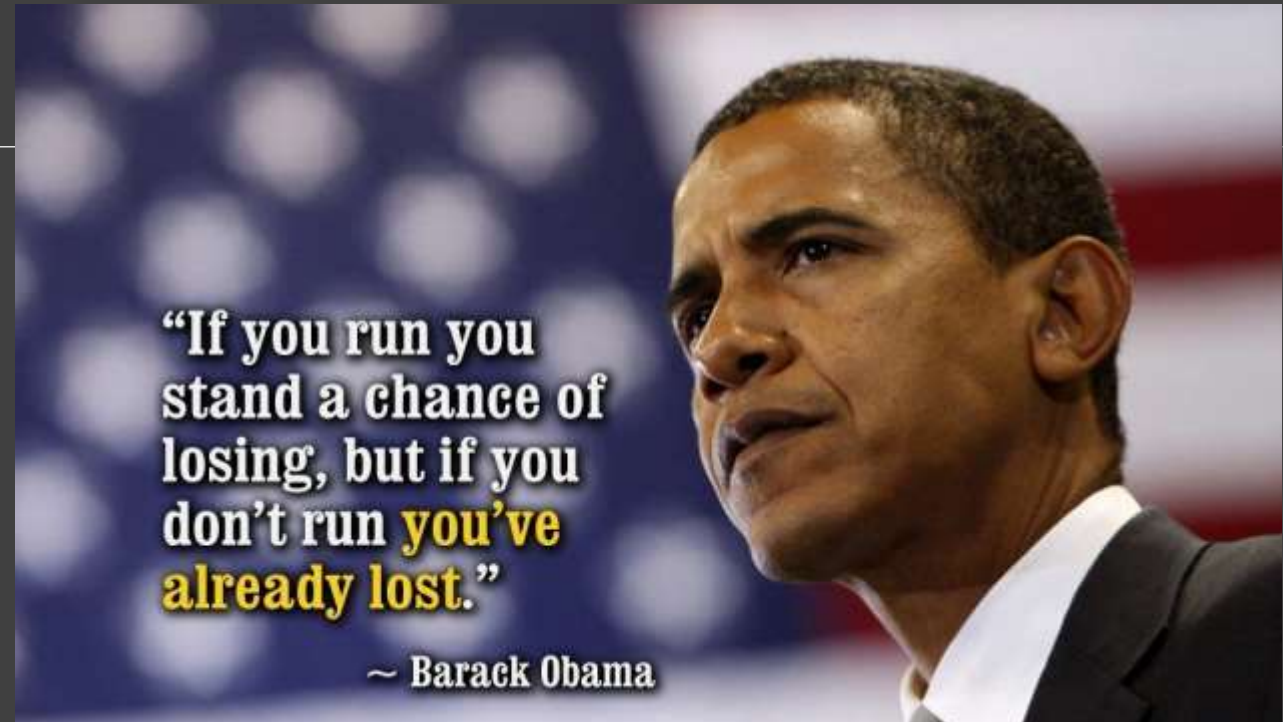
DAYNAMIC

- * Problem Solver
- * Funny
- * Good Listener
- * Loud Excitable
- * Energetic



CHARISMATIC

- * Good Leader
- * Great Personality
- * Motivated



9 Ways to Enhance Your Career

No1. Empathy

the ability to understand
and share the feelings of another.



No.2



the combined action of a group, especially when effective and efficient.

3. Negotiation



Discussion aimed at reaching an agreement with great understanding

No 4. PROBLEM SOLVER



the person of finding solutions to difficult or complex issues.

No5. IT Literate

The following diagram shows some of the skills required:



IT Knowledge is becoming crucial for the survival of business organizations due to their increasing reliance on **knowledge work**. **Information technology (IT)** plays a key role in enabling **knowledge management**.

No.6 NETWORKING



Interact with others to exchange information and develop professional or social contacts.
"the skills of networking, bargaining, and negotiation"

No.7 Confident & Firm

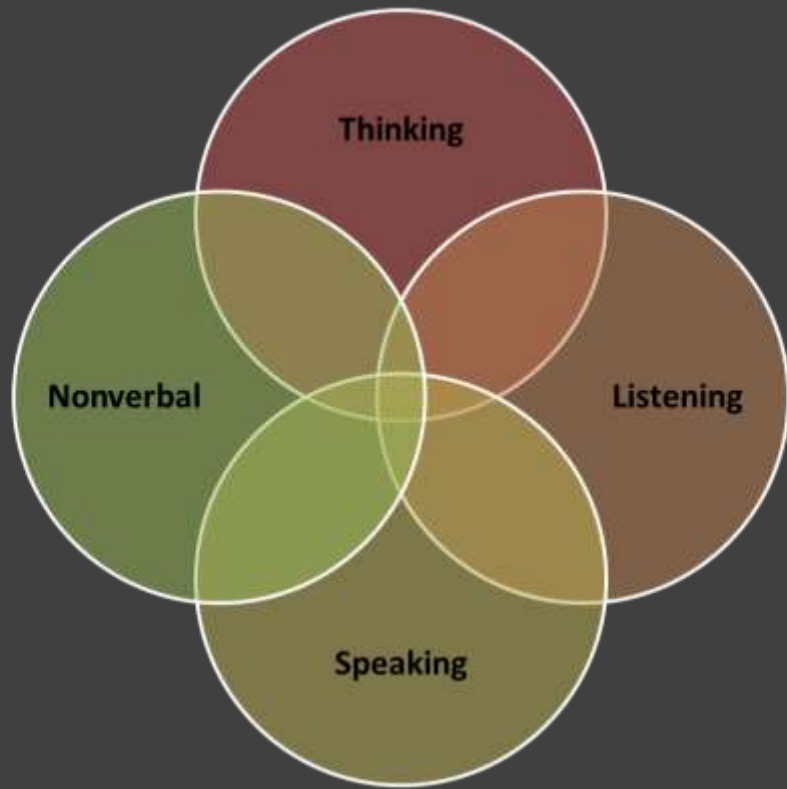


"Self-Confidence is the energy and belief that you have of yourself that if you use your skills, knowledge and special abilities towards the goals you set in your life, you can achieve whatever you set your mind to."

“Confident’ feeling or showing confidence in oneself or one's abilities or qualities.

“Firm” showing resolute determination and strength of character.

No.8 Communication Skills



Communication skills are essential for the successful future career of a personal. In today's competitive world, communication skills in business are the most sought after quality of an educated person. Reading, writing and listening carefully are the three most **important communication skills** for individual.

No9. Write Skills



In every workplace, workers are always **writing** notes, emails, memos, letters, and reports. All of these require good **writing skills** so that people are able to communicate their ideas effectively. ... Further, people with poor **writing skills** appear to have a lower level of intelligence.

PRACTICE CORE VALUE

Core values are the fundamental beliefs of a person or organization. These guiding principles dictate behaviour and can help people understand the difference between right and wrong. Core values also help companies to determine if they are on the right path and fulfilling their goals by creating an unwavering guide. There are many different types of core values in the world, depending upon the context.

Some examples of core values people might have about life include the following:

A belief, or lack thereof, in God or an affiliation with a religious/spiritual institution

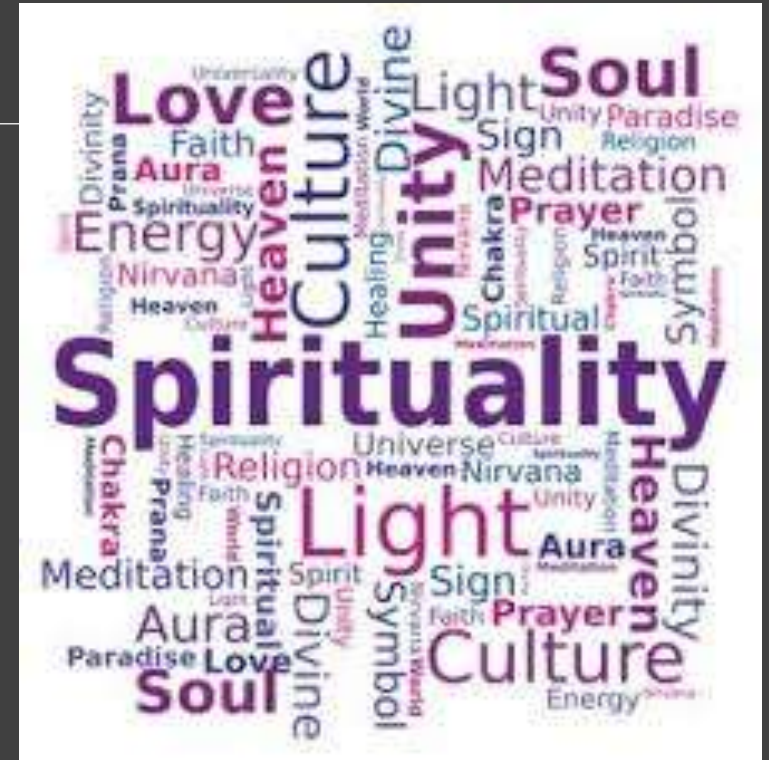
A belief in being a good steward of resources and in exercising frugality



A belief that family is of fundamental importance

A belief that honesty is always the best policy and that trust has to be earned

A belief in maintaining a healthy work/life balance



**EVERY JOB IS A
SELF-PORTRAIT OF THE
PERSON WHO DOES IT.
AUTOGRAPH YOUR WORK
WITH EXCELLENCE.**

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