

## ATTENTION: ALL OFFICE / DEPARTMENT AND EXECUTIVE SECRETARIES



To be a good secretary, you need average secretarial skills.  
To be a truly dependable secretary, you need polished and refined secretarial skills.  
But to be an exceptional secretary, you need to go

### BEYOND YOUR SECRETARIAL SKILLS...

#### NTP Seminar Series 4: Raising the Bar at Work “Going Beyond Secretarial Skills...”

*The Department Secretaries and the Executive Secretaries are key players in an organization because of their knowledge and exposure to their group's work as well as their proximity to the Executives in the organization. An organization with “exceptional secretaries” can be assured that the whole organization will run smoothly... This seminar will open the doors for secretaries to GO BEYOND THEIR SECRETARIAL SKILLS and move on to be the exceptional secretaries they can and should be...*

**SEMINAR FACILITATOR: MR. TOTI SAMPEDRO**  
*Managing Partner (THE PASEO GROUP)*

**July 4, Saturday, 8:00 am 12:00 nn**  
**Room 3, Walter Hogan Conference Center,**  
**Institute of Social Order (ISO) Complex, Ateneo**  
**de Manila University Campus,**  
**Loyola Heights, Quezon City**



#### COR MAGISTRORUM

*A division of the Paseo Study Center for Academic & Personal Formation Co.*

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Registration Fee: **Eight Hundred Pesos (Php 800.00)** per person (inclusive of snack, materials and certificate of participation)

**Group Discount: Pay only Php 700.00 per person for groups of five or more participants...**

#### REGISTRATION FORM:

Name of School : \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Landline / fax : \_\_\_\_\_

Cellphone : \_\_\_\_\_

E-mail : \_\_\_\_\_

Name of Participants:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

*You may send this filled up registration form to us*

*By fax: (02) 413-2591*

*By email: [cormagistrorum@gmail.com](mailto:cormagistrorum@gmail.com)*

*By text: 0915-8725857*

*For check payments, please make check payable to **PASEO STUDY CENTER FOR ACADEMIC & PERSONAL FORMATION CO.***