

Secretaries undergo training



Secretaries undergo training

The Deputy Vice-Chancellor, Administration and Finance, Prof. Peter Mbithi, has challenged secretaries to serve with distinction to enable the university to realize its goals.

Prof. Mbithi was representing the Vice-Chancellor during the official opening of a three-day workshop for secretaries dubbed 'Illuminating the Real Manager, Behind the Boss.'

He noted that the workshop for the secretaries was indeed timely as the University repositions itself to optimize production and improve its reputation among key stakeholders. He said that through the training, various gaps that affect performance will be identified and solutions sought because efficient running of any organization is largely beholden to the efficient execution of the secretarial duties and responsibilities.

Self-awareness, self-expression, customer service, internal communication, time management, management and leadership, personal financial management and personal excellence are among the areas the secretaries will be trained on. The workshop is part of the University Management's deliberate move to enhance effective service delivery.