

WORKSHOP FOR SECRETARIES.

UON Secretaries held a Workshop from Wednesday, December 17, 2014 to Friday, December 19, 2014 at the Central Catering Unit (CCU).



COURSE: "ILLUMINATING THE REAL MANAGER, BEHIND THE BOSS"

Vice-Chancellor designate, Prof. Peter Mbithi has challenged University of Nairobi secretaries to be creative, work with passion and serve the university with humility and distinction.

“The role of the modern secretary has changed following the office automation. The modern secretary is required to have more skills so as to carry out their functions with ease. They are required to develop a positive attitude. As the core person, a secretary is required to train new staff, their new bosses included,” he said.



The Prof. Mbithi was speaking during the official opening of a three-day workshop for secretaries dubbed "Illuminating the Real Manager, Behind the Boss." The training is in a line with the University of Nairobi Corporate Strategy on capacity building.

Through the training, various gaps that affect performance were 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.