



**WELCOMING SPEECH**

**FOR**

**THE ORIENTATION COURSE FOR SECRETARIES**

**TIME: 08.30 AM**

**DATE: 16 APRIL 2012 (MONDAY)**

**VENUE: SECOND FLOOR, ROOM E108, BLOCK C, IDFR**

PARTICIPANTS OF THE ORIENTATION COURSE FOR SECRETARIES,

SALAM SEJAHTERA AND SALAM SATU MALAYSIA.

A VERY GOOD MORNING TO YOU ALL.

ON BEHALF OF YBHG. DATO' KU JAAFAR KU SHAARI, THE DIRECTOR GENERAL OF THE INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR), IT GIVES ME GREAT PLEASURE TO EXTEND MY WARM WELCOME TO EACH AND EVERYONE OF YOU TODAY AS PARTICIPANTS OF THE ORIENTATION COURSE FOR SECRETARIES, 2012. FOR YOUR INFORMATION, WITH THE MANDATE GIVEN BY THE SECRETARY GENERAL OF WISMA PUTRA, THIS IS THE SECOND TIME THAT IDFR IS CONDUCTING THE ORIENTATION COURSE FOR SECRETARIES INDEED IT IS AN HONOUR TO HAVE ALL OF YOU HERE.

2. I WAS MADE TO UNDERSTAND THAT ALL HAVE BEEN CAREFULLY SELECTED BY BAHAGIAN PENGURUSAN SUMBER MANUSIA (PSM), WISMA PUTRA TO JOIN THIS IMPORTANT ORIENTATION PROGRAMME AT IDFR. AS SUCH I SEE THE PRESENCE OF 13 PARTICIPANTS FROM VARIOUS WISMA PUTRA DIVISIONS INCLUDING IDFR.

3. ON THAT NOTE, ALL OF YOU CAN BE REST ASSURED THAT WISMA PUTRA TAKES THE JOB AND RESPONSIBILITIES OF SECRETARIES OR PERSONAL ASSISTANTS SERIOUSLY. WITH THE DIRECTIVES GIVEN, IDFR AS

SUCH HAS WORKED OUT AN EXTENSIVE PROGRAMME TAILORED SPECIFICALLY TO THE NEEDS OF WISMA PUTRA'S PERSONAL ASSISTANTS BE IT HERE IN MALAYSIA OR AT THE MALAYSIAN MISSIONS ABROAD.

PARTICIPANTS,

4. THE OBJECTIVE OF THIS COURSE IS MAINLY TO UPGRADE WISMA PUTRA'S SECRETARIES' PROFESSIONAL KNOWLEDGE AND SKILLS. IT IS ALSO AIMED TO EXPOSE ALL OF YOU TO THE DIFFERENT ASPECTS OF GOOD OFFICE ORGANIZATION, TO IMPROVE YOUR COMMUNICATION SKILLS, I.E. VERBAL, NON-VERBAL AND WRITTEN, TO INCULCATE THE IMPORTANCE OF PRESENTING A GOOD IMAGE AS WELL AS TO IMPROVE YOUR INTER-PERSONAL SKILLS.

5. SECRETARIES MAY BE KNOWN BY A VARIETY OF OTHER TITLES IN THE GOVERNMENT AND PRIVATE SECTORS SUCH AS ADMINISTRATIVE ASSISTANTS, CLERICAL PERSONNEL OR ASSISTANTS. THESE TITLES MAY REFLECT DIFFERENT TYPES OF SECRETARIAL JOB. HOWEVER AT WISMA PUTRA, ALL OF YOU SHARE THE COMMON THEME OF ADMINISTRATIVE TASKS WHICH REQUIRES YOU TO BE DIRECTLY RESPONSIBLE TO YOUR BOSSES BE IT THE UNDERSECRETARY, AMBASSADORS OR HIGH COMMISSIONERS.

6. IN ADDITION TO HAVING CLERICAL SKILLS, SECRETARIES AT WISMA PUTRA ARE SUPPOSED TO BE SKILLFUL OF TIME AND PEOPLE. AS SUCH, A

GOOD WISMA PUTRA'S PERSONAL ASSISTANT ANTICIPATES THE NEEDS OF THEIR BOSSES, SOLVES PROBLEMS QUICKLY AND WORKS SO EFFICIENTLY THAT MANY PEOPLE DO NOT REALIZE HOW VALUABLE THEY ARE UNTILL HE OR SHE LEAVES THE JOB.

PARTICIPANTS,

7. IN ORDER TO TRAIN AN EFFICIENT WISMA PUTRA'S SECRETARIES, TOPICS AND SPEAKERS FOR THE COURSE HAVE BEEN CAREFULLY CONSIDERED TO SUIT THE ASPIRATIONS OF THE MINISTRY OF FOREIGN AFFAIRS MALAYSIA. AMONG OTHERS, PARTICIPANTS WILL ALSO BE EXPOSED TO TALKS ON VARIOUS ISSUES AFFECTING OUR COUNTRY DOMESTICALLY AND INTERNATIONALLY.

8. THEREFORE, I URGE ALL PARTICIPANTS TO PARTICIPATE ACTIVELY AND FULLY COMMIT YOURSELVES IN ATTENDING THIS COURSE DURING THE WHOLE COURSE PERIOD FROM 16 UNTIL 27 APRIL 2012. I AM VERY SURE THAT MANY OF YOU PRESENT TODAY, HAVE BEEN LOOKING FORWARD TO THIS COURSE. I WISH YOU ALL A FRUITFUL LEARNING EXPERIENCE AT IDFR. ON THAT NOTE, I OFFICIALLY OPEN THE ORIENTATION COURSE FOR SECRETARIES 2012.

THANK YOU AND ONCE AGAIN WELCOME TO IDFR.