



Administration and Office Efficiency

Advanced Administrative Assistant

Course Introduction

A professional Office Manager effortlessly combines a diverse range of responsibilities ensuring that office processes and activities are efficiently and smoothly managed.

This course will help you develop an assertive and organized approach to managing people and processes in your office, to facilitate harmonious and productive working

Target Audience

- Office Managers
- Administrative Assistants
- Executive Assistants
- Personal Assistants
- Administrative Coordinators
- Records Managers
- Data Administrators
- Filing Clerks
- Document Control Specialists
- Secretaries
- Receptionists with managerial duties
- Administrative Officers
- Operations Assistants
- Business Support Staff
- Administrative Team Leaders
- Office Coordinators
- Clerical Supervisors
- Administrative Professionals looking to enhance their skills

Learning Objectives

At the End of the Workshop the Participants will be able to :

- Recognize the role and the main competencies of an office manager
- Explore the professionalism manifestation through dress code, way of speech and ethics principles
- Plan and organize a meeting
- Manage data through filing and archiving
- Discover electronic filing and data management systems
- Recognize the importance of confidentiality of documents and data
- Tips and tricks for a professional office manager

Course Outline

• 01 Day One

The Role of the Office Manager/Administrator:

- Competencies for Success
- Perception versus Reality
- Be a "Star" at Work
- Recognizing your role

• 02 Day Two

The Office Management As Detailed oriented:

- What is detailed oriented
- Detailed oriented benefits for office managers & Administrators
- The weakness of Detail oriented Person
- Tips & Tricks to Perfectionist

• 03 Day Three

Electronic Filing systems:

- Electronic Filing

- Ms outlook
- My documents
- Scanning documents
- Searching for documents
- Alphabetical filing

• 04 Day Four

Data Management Systems:

- Archiving
- Security
- Confidentiality
- Filing systems
- Indexing

• 05 Day Five

Confidentiality:

- Know your manager
- Understanding your manager's working style
- Know what your manager expects from you

Professional Documents:

- Intelligent Emails
- Reports
- Minutes of meetings

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 26, 2025	May 30, 2025	5 days	4950.00 \$	England - London
Aug. 3, 2025	Aug. 7, 2025	5 days	4250.00 \$	KSA - Al Khobar
Nov. 3, 2025	Nov. 7, 2025	5 days	4250.00 \$	UAE - Dubai

