

**Course Overview:**

In order to remain competent in the workplace administrators, office managers and secretaries need to be equipped with relevant knowledge and skills. This course identifies and examines the key components of the roles, approach and techniques for operating an efficient office support team.

**Course Objective:**

- Realise the importance of defining and understanding your crucial role as a secretary or office manager.
- Be able to plan, organize and prioritize effectively by using computer.
- Use filing and archiving systems by using computer effectively.
- Foster a productive and efficient office environment.
- Organize and structure processes and procedures by using computer properly.
- Better utilize and organize your time by using computer programs.
- File and archive your electronic documents easily.
- Use office management software effectively.

**Course Outline:**

- Take control of your work life
- E-documents application
- Essential administrative skills
- Document processing functions
- Vital communication skills
- Managing document editing facility provided for document editing effectively
- Documents transfer and manipulation
- Manage e-document distribution standard effectively
- Developing as a professional
- Managing open information standard for interchange/storage
- Self-empowerment and Self-management
- Manipulating and encoding your document

**Who Should Attend:**

Human Resources Managers, Admin Managers, Senior Managers, Directors, Supervisors, Maintenance Managers, Admin Officers and others who perform related functions.

**Training Language:**

EN / AR

**Training Methodology:**

The training methodology combines lectures, discussions, group exercises and illustrations. Participants will gain both theoretical and practical knowledge of the topics. The emphasis is on the practical application of the topics and as a result participant will go back to the workplace with both the ability and the confidence to apply the techniques learned to their duties.