

Proficiency in Office Management and Efficient Administration

Overseeing and Assisting Your Company

Introduction

You will gain and hone the skills necessary to succeed as an office manager, administrator, or executive secretary by participating in this highly interactive Course N Carry Proficiency in Office Management and Efficient Administration Skills training course. It will go into great detail on the behavioural and interpersonal skills required to make sure you are ready for the difficulties of dealing with different management styles. You will also learn how to manage competing priorities while maintaining control in this Office Administration training course.

Increasing your effectiveness as an office manager will undoubtedly facilitate your work and increase your value to stakeholders and managers alike. Office managers must be proficient multitaskers; if you can only accomplish four tasks at once, it's definitely not enough! Being indispensable means knowing just who to contact to solve your boss's annoying issue. Additionally, being well-organized, having strong communication skills, and having the ability to handle any difficult scenario that arises in the workplace are all necessary for being really essential. This training course on Proficiency in Office Management and Efficient Administration Skills will assist you in achieving that goal.

The following will be covered in this training session on Proficiency in Office Management and Efficient Administration Skills skills:

- Interpersonal and communication abilities that work
- The significance of time management and workflow optimisation
- Acquiring the ability to network and form connections in an efficient manner
- Enhancing one's capacity for stress management and personal resilience in a demanding work setting
- Using methods to support your creative thinking, problem-solving, planning, and decision-making

Objectives

Upon completion of this training programme in Proficiency in Office Management and Efficient Administration, you will:

- Understand how to set priorities and manage many projects at once.
- Gain the abilities required to organise, decide wisely, solve issues, and remain composed under pressure.
- Use useful strategies to enhance your communication abilities.
- Recognise how to handle difficult behaviours
- Use assertiveness to increase your productivity at work.

Training Methodology

Using a variety of media to accommodate various learning styles, participants in this Proficiency in Office Management and Efficient Administration training course will take part in interactive and hands-on activities. Activities in the training course will consist of both solo and group exercises. Everyone will get the chance to talk about the difficulties they are facing at work in a friendly setting.

Organizational impacts

Attendees of this training session on Proficiency in Office Management and Efficient Administration skills will benefit their company by gaining the ability to use the following abilities:

- An attitude of greater initiative
- Enhanced originality and efficiency
- Drive and client-centeredness
- Decreased absences due to the capacity to control and lessen stress
- Enhanced self-knowledge and social abilities
- Improved scheduling

Personal Impact

Attendees of this training session on Proficiency in Office Management and Efficient Administration skills should anticipate developing:

- An improvement in drive and self-assurance
- A thorough comprehension of the various management philosophies and how to collaborate with them
- The capacity to control stress at work and become more self-aware
- Outstanding ability to communicate
- Tips for managing anxiety and effective presenting techniques
- Organisational abilities and a recognition of the value of time management

Who should attend?

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A broad variety of professions may profit from this Course N Carry Proficiency in Office Management and Efficient Administration Skills training course, but the following will particularly benefit:

- Office Managers
- Heads of Teams
- Supervisors
- Secretaries
- Support Personnel
- PAs

Course Outline

Day 1

Taking Charge of Your Career

- Comprehending and elucidating the goal, vision, and mission
- Customer service, both internal and external
- The Way to Work Less Harder and More Wisely
- Managing, Setting Priorities, and Arrangement for Your Work
- Understanding Your Weaknesses and Strengths
- Increasing the Usability and Efficiency of Your Office

Day 2

Crucial Skills for Administration

- Methods of Mind Mapping
- Theory of the Right and Left Brains
- Overseeing Bigger Tasks to Meet Deadlines
- Planning and Problem-Solving Abilities
- Effective Meeting Management
- Collaborating with many managers

Day 3

Essential Communication Capabilities

- Styles of Communication and When to Apply Them

- Win-Win Settlement of Disputes
- Recognising and using body language
- Comprehending Communication Disparities Based on Gender
- Recognising the Various Personality Types and Coping Strategies

Day 4

Growing as an Expert

- Listening Techniques: Put understanding before being understood.
- Building a Credible Image
- Leadership Capabilities
- How to Deliver Presentations with Authority and Confidence
- Easy Techniques for Offering Corrective Criticism
- The Best Ways to Give Positive Feedback

Day 5

Self-Control and Self-Empowerment

- Knowing the Primary Sources of Stress
- How to Boost Your Confidence and Improve Your Capability to Handle Tough Circumstances
- Critical Capabilities of Emotional Intelligence
- At Work: Applying Emotional Intelligence
- Developing into a more Responsible, Proactive, and Self-Aware Individual
- Where to next for further professional development