Advanced Master Class in Administration and Office Management

CODE: AS015

2023

KNOWLEDGE TREE
INTERNATIONAL INSTITUTE LLC

Advanced Master Class in Administration and Office Management

AS015

Course Overview

The Office and Administrative Management Course is the perfect way to learn the skills of an effective administrator.
A well-run office helps to eliminate typical errors and miscommunications. This beginner guide is everything you need to jump-start your office administrative career. The course contains 10 modules consisting of all the relevant topics which discuss your day-to-day job roles and responsibilities.

Office and Administrative Management is an entry-level course for anyone interested, that refers to all official activities relating to business and Organization management. This management is about the process of planning, organizing, and controlling all the activities of an organization, as well as the function of leading or directing people to achieve the objectives and goals of that organization. The success of a company or a business largely depends on the efficiency of the office, depending on how they administer their employees, clients, and other day-to-day official activities.

With this course, you will have the opportunity to learn about business etiquette, telephone skills, representing your boss and company, mail services and shipping, travel management, organizing meetings and conferences, and time management. This course is perfect for anyone who wants to learn more about how to be an effective administrator in a business setting.

So why wait? enroll today and start on your path to a successful career in advanced masterclass in administration and office management!

Who Should Attend?
This training course is suitable to a wide range of professionals but will especially benefit:

- Office Managers
- Team Leaders
- Administrators
- Supervisors
- Secretaries
- Support Staff
- PA's

Organizational Impact
Employees who attend this training course will add value to their organization by being empowered to implement the following skills:

- A more proactive outlook
- Increased creativity and productivity
- Motivation and customer focus

- Reduced absenteeism through an ability to manage and reduce stress
- Increased self-awareness and interpersonal skills
- Better time management

Course Format

Face-to-Face

Location: Canada/ UK/Dubai/ USA

Locate Our Office:

USA - 9905 UNIVERSITY CITY BLVD, #462 CHARLOTTE NC, 28213.

CANADA - 670 HURONTARIO STREET, L5B IP3, MISSISSAUGA, CANADA.

HILTON LONDON OLYMPIA 380 KENSINGTON HIGH ST. LONDON W148NL UNITED KINGDOM

COPTHORNE HOTEL DUBAI PORT SAEED - DEIRA DUBAI, UNITED ARAB EMIRATES.

THE CAPITAL ON THE PARK 101 KATHERINE ST. SANDOWN, SANDTON, 2031 SOUTH AFRICA

CALL US:

+1(704) 8755091 +1(919) 864 5676

+1(905) 803 6703 +97142950500

Schedule and Fees:

$3,950.00 Fees + VAT as applicable

(including coffee breaks and a buffet lunch daily)

Duration: 10 Days

Dates: 24th July – 4th Aug. 2023

16th – 27th October, 2023