

Office Management & Effective Administration Skills Workshop



In order to remain competent in the workplace administrators, office managers and secretaries need to be equipped with the relevant knowledge and skills. This 2-days Office Management & Effective Administration Skills workshop identifies and examines the key components of the role and within each element builds up a range of approaches and techniques for operating an efficient office or support team. These elements include: interpersonal skills, communication, organizational and time management competencies.

Who should attend

Office Management & Effective Administration Skills workshop will be involved in the operational running of an office or fulfil the role of an Executive or Personal Assistant to Senior or Middle Management. It will also be a constructive development workshop for those individuals with some office management experience looking to move into a more senior position as an Office Manager or administration team leader/supervisor.

Learning Outcome

By the end of the course, participants will be able to:

Gain insights into the responsibilities of administrators

Value their role in an organization and experience greater job satisfaction

Analyze planning and organizing skills to achieve tasks-develop office procedures for efficiency and effectiveness

Develop office procedures, critical thinking abilities and communication skills for greater efficiency and effectiveness

Build an approach that suits their own individual style and workplace

Our Trainer:

MS. PRAPAPORN PANASPORNPRASIT, CONSULTANT

Contact Ideal Forum at M. 086 245 1519 , 088 758 4179for more details enquiry.

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