

Leading Strategies in Office Management: Mastering Efficiency

Secretary & Admin
Accra (Ghana)
14 - 18 Jul 2025

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Leading Strategies in Office Management: Mastering Efficiency

Ref: 3101_127748 **Date:** 14 - 18 Jul 2025 **Location:** Accra (Ghana) **Fees:** 3300 **Euro**

Course Description

This intensive 5-day course equips office managers with advanced strategies to excel in their roles. Participants will develop crucial leadership skills, learn to optimize productivity, and gain insights into effective organizational management. The course combines theoretical knowledge with practical applications to ensure immediate workplace implementation.

Learning Objectives

- Develop advanced leadership skills for effective office management
- Master strategies to enhance productivity and streamline operations
- Learn to implement cutting-edge organizational techniques
- Acquire skills to foster a positive and efficient work environment
- Gain proficiency in conflict resolution and team management

Course Modules

Day 1: Foundations of Modern Office Management

- Evolution of office management in the digital age
- Key responsibilities and competencies of an office manager
- Developing a strategic mindset for office operations
- Assessing and improving organizational culture

Day 2: Advanced Leadership Techniques

- Transformational leadership in office management
- Effective communication and interpersonal skills
- Motivating and inspiring diverse teams
- Delegation and empowerment strategies

Day 3: Optimizing Productivity and Efficiency

- Implementing lean management principles in office settings
- Time management and prioritization techniques
- Leveraging technology for enhanced productivity
- Creating and managing efficient workflows

Day 4: Strategic Planning and Decision Making

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Developing and executing office management strategies
- Data-driven decision-making processes
- Risk assessment and management in office operations
- Budgeting and resource allocation techniques

Day 5: Building a High-Performance Office Culture

- Fostering innovation and continuous improvement
- Conflict resolution and negotiation skills
- Promoting work-life balance and employee well-being
- Measuring and improving office performance metrics

Practical Wins for Participants

- Develop a comprehensive office management strategy tailored to their organization
- Create an action plan to implement productivity-enhancing techniques
- Design a conflict resolution framework for common office scenarios
- Construct a performance measurement system for office operations

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