

Leading Strategies in Office Management

Secretary & Admin
Toronto (Canada)
03 - 07 Mar 2025

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Leading Strategies in Office Management

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Introduction

A professional Office Manager effortlessly combines a diverse range of responsibilities ensuring that office processes and activities are efficiently and smoothly managed. This course will help participants develop an assertive and organized approach to managing people and processes in their office, to facilitate harmonious and productive working. It includes key management skills and planning techniques to improve information flow and achieve objectives.

Course Objectives of Leading Strategies in office Management

- Understanding best practice in key office procedures
- Learning roles and responsibilities of an office manager
- Being able to manage office communications and meetings
- Keeping detailed records in the office
- Organizing business relationships

Leading Strategies in office Management Course Outlines

Day 1

Data Related Tasks

- Technical methods of organising files and documents.
- Office Communication importance keeping records.
- Archives supervising systems.
- Classifying, Coding, and indexing.
- Using technology in the archive.
- Sorting, Deporting and destroying the book records.
- Information Technology and circulation, archiving and retrieving of information.

Day 2

The office Communication

- Handling Office Communication.
- Reporting and written communication.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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- The features and elements of a good report.
- The business written Communication.
- The common mistakes in business written Communication.
- Handling phone calls and visitors.

Day 3

The Managerial Role

- The tasks, responsibilities, and features of the office manager.
- The Managerial role and features of a good assistant.
- Preparing Business schedules, Meeting agendas, and travel arrangements.
- Organising office work, appointments, time, and priorities.
- Dealing with others, and work pressures at the workplace.
- Simplifying the office procedures, and using the phone effectively.
- Work Guidance and office procedures.

Day 4

Office Manager and Technology

- Electronic Secretary.
- Using modern tools, programs, and devices.
- Office equipment and technology.
- The importance of new technologies in the Electronic Secretary.
- Preparing Communication forms and reports using Computers.
- Informational Presentation using Computers.
- Archiving individuals Personal information using Computers.
- Arranging meetings electronically.
- Organising the appointments and office tasks electronically.
- Electronic communication Internet, Intranet, and Emails.

5 Day

Diversified skills for the office

- Managerial assistants self-development Etiquette.
- The art, basics, and importance of Etiquette.
- Working without supervision and self-development.
- Positive concepts and methodologies development.
- Activity scheduling in the Secretary's office.
- Managing time and priorities.
- The physical environment of modern offices.

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