

# **Advanced Office Management Skills for Senior Professionals**

Secretary & Admin  
Accra (Ghana)  
21 - 25 Jul 2025

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## Advanced Office Management Skills for Senior Professionals

**Ref:** 321463\_129970 **Date:** 21 - 25 Jul 2025 **Location:** Accra (Ghana) **Fees:** 3300 **Euro**

### Course Description

This intensive 5-day course is designed for experienced office managers looking to elevate their skills to a senior level. Participants will learn advanced techniques in strategic planning, team leadership, and innovative operational management. The course combines theoretical knowledge with practical applications to prepare managers for high-level office administration roles.

### Learning Objectives

- Develop strategic planning and decision-making skills for office management
- Enhance leadership capabilities to effectively manage diverse teams
- Master advanced communication techniques for executive-level interactions
- Learn to implement innovative technologies and processes for improved office efficiency
- Acquire skills in change management and organizational development

### Course Modules

#### Day 1: Strategic Office Management

- Advanced organizational structure and workflow optimization
- Strategic planning and goal setting for office operations
- Risk assessment and mitigation strategies
- Performance metrics and KPI development for office management

#### Day 2: Advanced Leadership and Team Management

- High-performance team building techniques
- Conflict resolution and negotiation skills
- Emotional intelligence in leadership
- Coaching and mentoring for team development

#### Day 3: Executive Communication and Stakeholder Management

- Advanced business writing and presentation skills
- Effective communication with C-level executives
- Stakeholder analysis and management
- Crisis communication and reputation management

#### Day 4: Innovative Office Technologies and Process Improvement

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- Emerging technologies in office management
- Digital transformation of office processes
- Data analytics for decision-making
- Cybersecurity and data protection in office environments

## **Day 5: Change Management and Organizational Development**

- Leading organizational change initiatives
- Culture development and employee engagement strategies
- Continuous improvement methodologies
- Sustainability and corporate social responsibility in office management

## **Practical Wins for Participants**

- Develop a strategic office management plan tailored to your organization
- Create a toolkit of advanced leadership techniques for managing high-performing teams
- Design an innovative office technology implementation roadmap
- Formulate a change management strategy for a major office initiative

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[www.blackbird-training.com](http://www.blackbird-training.com)



[training@blackbird-training.com](mailto:training@blackbird-training.com)



+44 7480 775526 / +44 7401 177335