

# Advanced Office Management Skills for Senior Professionals

Secretary & Admin  
Geneva (Switzerland)  
18 - 22 Aug 2025

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A close-up photograph of chess pieces on a checkered board. In the foreground, a large, ornate gold king piece stands prominently. To its left, a smaller silver pawn is visible. Further back, another silver pawn is positioned. The background features concentric circles, suggesting a target or focus.

## Advanced Office Management Skills for Senior Professionals

**Ref:** 321463\_130807 **Date:** 18 - 22 Aug 2025 **Location:** Geneva (Switzerland) **Fees:** 4700 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

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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