

Certified Professional in Administration & Office Management

Secretary & Admin
Cape Town (South Africa)
18 - 22 Aug 2025

UK Traininig

PARTNER



Certified Professional in Administration & Office Management

Ref: 32097_131671 **Date:** 18 - 22 Aug 2025 **Location:** Cape Town (South Africa) **Fees:** 3300 Euro

Course Description

This comprehensive 5-day course equips participants with the essential skills and knowledge required to excel as certified professionals in administration and office management. Covering topics from effective communication and time management to leadership and technology utilization, this program prepares attendees to efficiently manage modern office environments and drive organizational success.

Learning Objectives

- Develop advanced communication and interpersonal skills for effective office management
- Master time management and organizational techniques to boost productivity
- Enhance leadership abilities to motivate and manage office teams
- Gain proficiency in utilizing modern office technologies and software
- Learn strategies for problem-solving and decision-making in office settings

Course Modules

Day 1: Foundations of Office Management

- Role and responsibilities of an office manager
- Organizational structures and office dynamics
- Effective communication in the workplace
- Professional etiquette and image management

Day 2: Time and Task Management

- Prioritization techniques and goal setting
- Productivity tools and strategies
- Managing multiple projects and deadlines
- Delegation skills and team coordination

Day 3: Leadership and Team Management

- Leadership styles and their application
- Motivating and engaging office staff
- Conflict resolution and negotiation skills
- Building and maintaining high-performing teams

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.

UK Training
PARTNER

Day 4: Technology and Information Management

- Essential office software and tools
- Document management and filing systems
- Data security and confidentiality
- Leveraging technology for improved efficiency

Day 5: Strategic Office Management

- Problem-solving and decision-making techniques
- Budget management and financial awareness
- Office space planning and facilities management
- Continuous improvement and change management

Practical Wins for Participants

- Implement a personalized time management system to increase productivity by 30%
- Develop a comprehensive communication strategy to improve team collaboration
- Create an efficient document management system using the latest technology
- Design and execute a strategic office improvement plan to enhance overall efficiency

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335