

Office Management & Effective Administration Skills

Secretary & Admin
Berlin (Germany)
21 - 25 Jul 2025

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Office Management & Effective Administration Skills

Ref: 321464_136032 **Date:** 21 - 25 Jul 2025 **Location:** Berlin (Germany) **Fees:** 4200 **Euro**

Course Description

This comprehensive 5-day course is designed to equip office managers and administrative professionals with the essential skills needed to excel in today's dynamic workplace. Participants will learn advanced techniques in office management, effective communication, time management, and leadership. The course combines theoretical knowledge with practical applications to ensure immediate implementation of learned skills.

Learning Objectives

- Develop advanced office management and administrative skills
- Enhance communication and interpersonal abilities
- Master time management and organizational techniques
- Improve problem-solving and decision-making capabilities
- Learn effective leadership and team management strategies

Course Modules

Day 1: Foundations of Effective Office Management

- Understanding the role of an office manager
- Developing a strategic mindset
- Organizational structures and workflows
- Creating and maintaining office policies and procedures

Day 2: Advanced Administrative Skills

- Time management and prioritization techniques
- Project management for administrative professionals
- Document management and filing systems
- Leveraging technology for increased productivity

Day 3: Effective Communication and Interpersonal Skills

- Verbal and non-verbal communication techniques
- Active listening and empathy in the workplace
- Conflict resolution and negotiation skills
- Managing difficult conversations and personalities

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned on it. The board is white and black, and the pieces are gold and silver.

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Day 4: Leadership and Team Management

- Developing leadership qualities for office managers
- Motivating and inspiring team members
- Delegation and empowerment strategies
- Performance management and feedback techniques

Day 5: Problem-Solving and Decision-Making

- Analytical thinking and problem-solving methodologies
- Decision-making models and techniques
- Risk assessment and management
- Continuous improvement and innovation in office management

Practical Wins for Participants

- Implement a personalized time management system to boost productivity
- Develop a comprehensive office procedures manual
- Create an action plan for improving team communication and collaboration
- Design a strategy for streamlining office processes and workflows

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