

Advanced Office Management Skills for Senior Professionals

Secretary & Admin
Cape Town (South Africa)
01 - 05 Sep 2025

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Advanced Office Management Skills for Senior Professionals

Ref: 321463_136389 **Date:** 01 - 05 Sep 2025 **Location:** Cape Town (South Africa) **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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