

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

Secretary & Admin  
Kigali (Rwanda)  
15 - 19 Sep 2025

UK Traininig

# **PARTNER**



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

**Ref:** 321463\_136390 **Date:** 15 - 19 Sep 2025 **Location:** Kigali (Rwanda) **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**

UK Training  
**PARTNER**



- 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.

UK Training  
**PARTNER**

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



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



+44 7480 775526 / +44 7401 177335