

Advanced Office Management Skills for Senior Professionals

Secretary & Admin
Barcelona (Spain)
25 - 29 Aug 2025

UK Traininig

PARTNER



Advanced Office Management Skills for Senior Professionals

Ref: 321463_136532 **Date:** 25 - 29 Aug 2025 **Location:** Barcelona (Spain) **Fees:** 4400 **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

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



المؤسسة العامة للتأمينات الاجتماعية
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