

# Managing Office Administration

## Program Overview

This highly interactive Managing Office Administration training workshop will help you to develop and refine the skills needed to excel as an Office Manager, Administrator or Executive Secretary. It will explore in depth the interpersonal and behavioral skills necessary to ensure you are well prepared for the challenges of working with a variety of management styles.

## Learning Outcomes

- Effective communication and interpersonal skills.
- The importance of time management and streamlining workflow.
- Developing the skills to successfully build relationships and to network effectively.
- Using techniques to help you think creatively, solve problems, plan and make decisions.
- Understand how to manage challenging behaviors.
- Building personal resilience and an ability to handle stress in a challenging work environment

## Who Should Attend

- Office Managers
- Team Leaders
- Administrators
- Supervisors
- Secretaries
- Support Staff
- PA's

## Trainer



**Subhan Sharif**

**think**  
out of the  
**box**

## For Further Details

Skills Development Program  
Center for Executive Education  
Tel: 021-38104700-01 | Ext. 1811, 1813 & 1814

**Investment**  
**25,000** + 5% Tax