

2017 Training Plan



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الجودة الأوروبية
EUROPEAN QUALITY

Administration and Secretarial 2017

P.O.BOX : 119582 | Dubai - United Arab Emirates | Phone : +971 42513157 | Fax : +971 42563575
Mobile : +971 566356223 | Email : info@europeanqualitytc.com | www.europeanqualitytc.com

Courses Id	Courses Name	Start Date	End Date	City
533	Secretariat - Future Office Management	2017-01-01	2017-01-05	Dubai
528	Effective Report Writing Skills	2017-01-01	2017-01-05	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-01-01	2017-01-05	Dubai
358	Executive Office Administration and Secretarial Skills	2017-01-01	2017-01-05	Dubai
145	The Professional Certified Office Manager Programme	2017-01-01	2017-01-05	Dubai
541	Strategies for the security of documents and electronic information	2017-01-01	2017-01-12	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-01-01	2017-01-05	Paris
145	The Professional Certified Office Manager Programme	2017-01-01	2017-01-05	Geneva
305	Office Management & Effective Administration Skills	2017-01-01	2017-01-05	Amman
358	Executive Office Administration and Secretarial Skills	2017-01-01	2017-01-05	Amsterdam
499	Administration and Office Management: Best Practices and Technologies	2017-01-01	2017-01-05	Istanbul
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-01-01	2017-01-05	Madrid
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-01-01	2017-01-05	Abu Dhabi
528	Effective Report Writing Skills	2017-01-01	2017-01-05	Amman
529	Executive Secretariat and Office Management for Top Management	2017-01-01	2017-01-05	Jakarta
533	Secretariat - Future Office Management	2017-01-01	2017-01-05	Casablanca
540	Key Managerial Skills for New Managers and Supervisors	2017-01-01	2017-01-05	Istanbul
541	Strategies for the security of documents and electronic information	2017-01-01	2017-01-12	Amman
551	Archiving & Filing	2017-01-01	2017-01-05	Prague
552	Control and electronic archiving for Office Managers	2017-01-01	2017-01-05	Dublin
594	Professional Secretarial & Administration Skills	2017-01-01	2017-01-05	Sharm El Sheikh
595	Communication Skills	2017-01-01	2017-01-05	Amsterdam

596	Administrative & Executive Secretarial Skills	2017-01-01	2017-01-05	Amsterdam
597	Advanced Documents & Records Management Compliance	2017-01-01	2017-01-05	Casablanca
615	E -Library Management Techniques	2017-01-01	2017-01-05	Amsterdam
614	The Support Staff and Administrative Assistant	2017-01-01	2017-01-05	Casablanca
613	The Office Professional and Records Management Masterclass	2017-01-01	2017-01-12	Sharm El Sheikh
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-01-01	2017-01-05	Vienna
610	Efficient Administration Skills	2017-01-01	2017-01-05	Munich
609	Time Management and Personal Effectiveness	2017-01-01	2017-01-05	Istanbul
601	Effective Office Management	2017-01-01	2017-01-05	Dublin
619	The Senior Administrator Program	2017-01-01	2017-01-12	Copenhagen
618	Critical Competencies for Administrators & Secretaries	2017-01-01	2017-01-05	Istanbul
540	Key Managerial Skills for New Managers and Supervisors	2017-01-08	2017-01-12	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-01-08	2017-01-12	Dubai
305	Office Management & Effective Administration Skills	2017-01-08	2017-01-12	Dubai
596	Administrative & Executive Secretarial Skills	2017-01-08	2017-01-12	Dubai
595	Communication Skills	2017-01-08	2017-01-12	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-01-08	2017-01-12	Geneva
145	The Professional Certified Office Manager Programme	2017-01-08	2017-01-12	Vienna
305	Office Management & Effective Administration Skills	2017-01-08	2017-01-12	Jakarta
358	Executive Office Administration and Secretarial Skills	2017-01-08	2017-01-12	Casablanca
499	Administration and Office Management: Best Practices and Technologies	2017-01-08	2017-01-12	Toronto
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-01-08	2017-01-12	Abu Dhabi
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-01-08	2017-01-12	Amman
528	Effective Report Writing Skills	2017-01-08	2017-01-12	Jakarta
	Executive Secretariat and Office			Sharm El

529	Management for Top Management	2017-01-08	2017-01-12	Sheikh
533	Secretariat - Future Office Management	2017-01-08	2017-01-12	Paris
540	Key Managerial Skills for New Managers and Supervisors	2017-01-08	2017-01-12	Toronto
541	Strategies for the security of documents and electronic information	2017-01-08	2017-01-19	Jakarta
551	Archiving & Filing	2017-01-08	2017-01-12	Dublin
552	Control and electronic archiving for Office Managers	2017-01-08	2017-01-12	Athens
594	Professional Secretarial & Administration Skills	2017-01-08	2017-01-12	Amsterdam
595	Communication Skills	2017-01-08	2017-01-12	Casablanca
596	Administrative & Executive Secretarial Skills	2017-01-08	2017-01-12	Casablanca
597	Advanced Documents & Records Management Compliance	2017-01-08	2017-01-12	Paris
615	E -Library Management Techniques	2017-01-08	2017-01-12	Casablanca
614	The Support Staff and Administrative Assistant	2017-01-08	2017-01-12	Paris
613	The Office Professional and Records Management Masterclass	2017-01-08	2017-01-19	Amsterdam
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-01-08	2017-01-12	Munich
610	Efficient Administration Skills	2017-01-08	2017-01-12	Istanbul
609	Time Management and Personal Effectiveness	2017-01-08	2017-01-12	Toronto
601	Effective Office Management	2017-01-08	2017-01-12	Athens
619	The Senior Administrator Program	2017-01-08	2017-01-19	Beirut
618	Critical Competencies for Administrators & Secretaries	2017-01-08	2017-01-12	Toronto
597	Advanced Documents & Records Management Compliance	2017-01-15	2017-01-19	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-01-15	2017-01-19	Dubai
533	Secretariat - Future Office Management	2017-01-15	2017-01-19	Dubai
528	Effective Report Writing Skills	2017-01-15	2017-01-19	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-01-15	2017-01-19	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-01-15	2017-01-19	Dubai

358	Executive Office Administration and Secretarial Skills	2017-01-15	2017-01-19	Dubai
145	The Professional Certified Office Manager Programme	2017-01-15	2017-01-19	Dubai
551	Archiving & Filing	2017-01-15	2017-01-19	Dubai
552	Control and electronic archiving for Office Managers	2017-01-15	2017-01-19	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-01-15	2017-01-19	Vienna
145	The Professional Certified Office Manager Programme	2017-01-15	2017-01-19	Munich
305	Office Management & Effective Administration Skills	2017-01-15	2017-01-19	Sharm El Sheikh
358	Executive Office Administration and Secretarial Skills	2017-01-15	2017-01-19	Paris
499	Administration and Office Management: Best Practices and Technologies	2017-01-15	2017-01-19	Doha
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-01-15	2017-01-19	Amman
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-01-15	2017-01-19	Jakarta
528	Effective Report Writing Skills	2017-01-15	2017-01-19	Sharm El Sheikh
529	Executive Secretariat and Office Management for Top Management	2017-01-15	2017-01-19	Amsterdam
533	Secretariat - Future Office Management	2017-01-15	2017-01-19	Geneva
540	Key Managerial Skills for New Managers and Supervisors	2017-01-15	2017-01-19	Doha
541	Strategies for the security of documents and electronic information	2017-01-15	2017-01-26	Sharm El Sheikh
551	Archiving & Filing	2017-01-15	2017-01-19	Athens
552	Control and electronic archiving for Office Managers	2017-01-15	2017-01-19	Washington
594	Professional Secretarial & Administration Skills	2017-01-15	2017-01-19	Casablanca
595	Communication Skills	2017-01-15	2017-01-19	Paris
596	Administrative & Executive Secretarial Skills	2017-01-15	2017-01-19	Paris
597	Advanced Documents & Records Management Compliance	2017-01-15	2017-01-19	Geneva
615	E -Library Management Techniques	2017-01-15	2017-01-19	Paris
614	The Support Staff and Administrative Assistant	2017-01-15	2017-01-19	Geneva

613	The Office Professional and Records Management Masterclass	2017-01-15	2017-01-26	Casablanca
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-01-15	2017-01-19	Istanbul
610	Efficient Administration Skills	2017-01-15	2017-01-19	Toronto
609	Time Management and Personal Effectiveness	2017-01-15	2017-01-19	Doha
601	Effective Office Management	2017-01-15	2017-01-19	Washington
619	The Senior Administrator Program	2017-01-15	2017-01-26	Los Angeles
618	Critical Competencies for Administrators & Secretaries	2017-01-15	2017-01-19	Doha
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-01-22	2017-01-26	Dubai
594	Professional Secretarial & Administration Skills	2017-01-22	2017-01-26	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-01-22	2017-01-26	Munich
145	The Professional Certified Office Manager Programme	2017-01-22	2017-01-26	Istanbul
305	Office Management & Effective Administration Skills	2017-01-22	2017-01-26	Amsterdam
358	Executive Office Administration and Secretarial Skills	2017-01-22	2017-01-26	Geneva
499	Administration and Office Management: Best Practices and Technologies	2017-01-22	2017-01-26	Stockholm
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-01-22	2017-01-26	Jakarta
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-01-22	2017-01-26	Sharm El Sheikh
528	Effective Report Writing Skills	2017-01-22	2017-01-26	Amsterdam
529	Executive Secretariat and Office Management for Top Management	2017-01-22	2017-01-26	Casablanca
533	Secretariat - Future Office Management	2017-01-22	2017-01-26	Vienna
540	Key Managerial Skills for New Managers and Supervisors	2017-01-22	2017-01-26	Stockholm
541	Strategies for the security of documents and electronic information	2017-01-22	2017-02-02	Amsterdam
551	Archiving & Filing	2017-01-22	2017-01-26	Washington
552	Control and electronic archiving for Office Managers	2017-01-22	2017-01-26	Auckland

594	Professional Secretarial & Administration Skills	2017-01-22	2017-01-26	Paris
595	Communication Skills	2017-01-22	2017-01-26	Geneva
596	Administrative & Executive Secretarial Skills	2017-01-22	2017-01-26	Geneva
597	Advanced Documents & Records Management Compliance	2017-01-22	2017-01-26	Vienna
615	E -Library Management Techniques	2017-01-22	2017-01-26	Geneva
614	The Support Staff and Administrative Assistant	2017-01-22	2017-01-26	Vienna
613	The Office Professional and Records Management Masterclass	2017-01-22	2017-02-02	Paris
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-01-22	2017-01-26	Toronto
610	Efficient Administration Skills	2017-01-22	2017-01-26	Doha
609	Time Management and Personal Effectiveness	2017-01-22	2017-01-26	Stockholm
601	Effective Office Management	2017-01-22	2017-01-26	Auckland
619	The Senior Administrator Program	2017-01-22	2017-02-02	Singapore
618	Critical Competencies for Administrators & Secretaries	2017-01-22	2017-01-26	Stockholm
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-01-29	2017-02-02	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-01-29	2017-02-02	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-01-29	2017-02-02	Istanbul
145	The Professional Certified Office Manager Programme	2017-01-29	2017-02-02	Toronto
305	Office Management & Effective Administration Skills	2017-01-29	2017-02-02	Casablanca
358	Executive Office Administration and Secretarial Skills	2017-01-29	2017-02-02	Vienna
499	Administration and Office Management: Best Practices and Technologies	2017-01-29	2017-02-02	Boston
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-01-29	2017-02-02	Sharm El Sheikh
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-01-29	2017-02-02	Amsterdam
528	Effective Report Writing Skills	2017-01-29	2017-02-02	Casablanca
529	Executive Secretariat and Office Management for Top Management	2017-01-29	2017-02-02	Paris

533	Secretariat - Future Office Management	2017-01-29	2017-02-02	Munich
540	Key Managerial Skills for New Managers and Supervisors	2017-01-29	2017-02-02	Boston
541	Strategies for the security of documents and electronic information	2017-01-29	2017-02-09	Casablanca
551	Archiving & Filing	2017-01-29	2017-02-02	Auckland
552	Control and electronic archiving for Office Managers	2017-01-29	2017-02-02	Copenhagen
594	Professional Secretarial & Administration Skills	2017-01-29	2017-02-02	Geneva
595	Communication Skills	2017-01-29	2017-02-02	Vienna
596	Administrative & Executive Secretarial Skills	2017-01-29	2017-02-02	Vienna
597	Advanced Documents & Records Management Compliance	2017-01-29	2017-02-02	Munich
615	E -Library Management Techniques	2017-01-29	2017-02-02	Vienna
614	The Support Staff and Administrative Assistant	2017-01-29	2017-02-02	Munich
613	The Office Professional and Records Management Masterclass	2017-01-29	2017-02-09	Geneva
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-01-29	2017-02-02	Doha
610	Efficient Administration Skills	2017-01-29	2017-02-02	Stockholm
609	Time Management and Personal Effectiveness	2017-01-29	2017-02-02	Boston
601	Effective Office Management	2017-01-29	2017-02-02	Copenhagen
619	The Senior Administrator Program	2017-01-29	2017-02-09	Marrakech
618	Critical Competencies for Administrators & Secretaries	2017-01-29	2017-02-02	Boston
533	Secretariat - Future Office Management	2017-02-05	2017-02-09	Dubai
528	Effective Report Writing Skills	2017-02-05	2017-02-09	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-02-05	2017-02-09	Dubai
358	Executive Office Administration and Secretarial Skills	2017-02-05	2017-02-09	Dubai
145	The Professional Certified Office Manager Programme	2017-02-05	2017-02-09	Dubai
541	Strategies for the security of documents and electronic information	2017-02-05	2017-02-16	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-02-05	2017-02-09	Toronto

145	The Professional Certified Office Manager Programme	2017-02-05	2017-02-09	Doha
305	Office Management & Effective Administration Skills	2017-02-05	2017-02-09	Paris
358	Executive Office Administration and Secretarial Skills	2017-02-05	2017-02-09	Munich
499	Administration and Office Management: Best Practices and Technologies	2017-02-05	2017-02-09	Roma
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-02-05	2017-02-09	Amsterdam
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-02-05	2017-02-09	Casablanca
528	Effective Report Writing Skills	2017-02-05	2017-02-09	Paris
529	Executive Secretariat and Office Management for Top Management	2017-02-05	2017-02-09	Geneva
533	Secretariat - Future Office Management	2017-02-05	2017-02-09	Istanbul
540	Key Managerial Skills for New Managers and Supervisors	2017-02-05	2017-02-09	Roma
541	Strategies for the security of documents and electronic information	2017-02-05	2017-02-16	Paris
551	Archiving & Filing	2017-02-05	2017-02-09	Copenhagen
552	Control and electronic archiving for Office Managers	2017-02-05	2017-02-09	Beirut
594	Professional Secretarial & Administration Skills	2017-02-05	2017-02-09	Vienna
595	Communication Skills	2017-02-05	2017-02-09	Munich
596	Administrative & Executive Secretarial Skills	2017-02-05	2017-02-09	Munich
597	Advanced Documents & Records Management Compliance	2017-02-05	2017-02-09	Istanbul
615	E -Library Management Techniques	2017-02-05	2017-02-09	Munich
614	The Support Staff and Administrative Assistant	2017-02-05	2017-02-09	Istanbul
613	The Office Professional and Records Management Masterclass	2017-02-05	2017-02-16	Vienna
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-02-05	2017-02-09	Stockholm
610	Efficient Administration Skills	2017-02-05	2017-02-09	Boston
609	Time Management and Personal Effectiveness	2017-02-05	2017-02-09	Roma
601	Effective Office Management	2017-02-05	2017-02-09	Beirut

619	The Senior Administrator Program	2017-02-05	2017-02-16	Sydney
618	Critical Competencies for Administrators & Secretaries	2017-02-05	2017-02-09	Roma
540	Key Managerial Skills for New Managers and Supervisors	2017-02-12	2017-02-16	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-02-12	2017-02-16	Dubai
305	Office Management & Effective Administration Skills	2017-02-12	2017-02-16	Dubai
596	Administrative & Executive Secretarial Skills	2017-02-12	2017-02-16	Dubai
595	Communication Skills	2017-02-12	2017-02-16	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-02-12	2017-02-16	Doha
145	The Professional Certified Office Manager Programme	2017-02-12	2017-02-16	Stockholm
305	Office Management & Effective Administration Skills	2017-02-12	2017-02-16	Geneva
358	Executive Office Administration and Secretarial Skills	2017-02-12	2017-02-16	Istanbul
499	Administration and Office Management: Best Practices and Technologies	2017-02-12	2017-02-16	Prague
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-02-12	2017-02-16	Casablanca
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-02-12	2017-02-16	Paris
528	Effective Report Writing Skills	2017-02-12	2017-02-16	Geneva
529	Executive Secretariat and Office Management for Top Management	2017-02-12	2017-02-16	Vienna
533	Secretariat - Future Office Management	2017-02-12	2017-02-16	Toronto
540	Key Managerial Skills for New Managers and Supervisors	2017-02-12	2017-02-16	Prague
541	Strategies for the security of documents and electronic information	2017-02-12	2017-02-23	Geneva
551	Archiving & Filing	2017-02-12	2017-02-16	Beirut
552	Control and electronic archiving for Office Managers	2017-02-12	2017-02-16	Los Angeles
594	Professional Secretarial & Administration Skills	2017-02-12	2017-02-16	Munich
595	Communication Skills	2017-02-12	2017-02-16	Istanbul
596	Administrative & Executive Secretarial Skills	2017-02-12	2017-02-16	Istanbul

597	Advanced Documents & Records Management Compliance	2017-02-12	2017-02-16	Toronto
615	E -Library Management Techniques	2017-02-12	2017-02-16	Istanbul
614	The Support Staff and Administrative Assistant	2017-02-12	2017-02-16	Toronto
613	The Office Professional and Records Management Masterclass	2017-02-12	2017-02-23	Munich
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-02-12	2017-02-16	Boston
610	Efficient Administration Skills	2017-02-12	2017-02-16	Roma
609	Time Management and Personal Effectiveness	2017-02-12	2017-02-16	Prague
601	Effective Office Management	2017-02-12	2017-02-16	Los Angeles
619	The Senior Administrator Program	2017-02-12	2017-02-23	Milan
618	Critical Competencies for Administrators & Secretaries	2017-02-12	2017-02-16	Prague
597	Advanced Documents & Records Management Compliance	2017-02-19	2017-02-23	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-02-19	2017-02-23	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-02-19	2017-02-23	Stockholm
145	The Professional Certified Office Manager Programme	2017-02-19	2017-02-23	Boston
305	Office Management & Effective Administration Skills	2017-02-19	2017-02-23	Vienna
358	Executive Office Administration and Secretarial Skills	2017-02-19	2017-02-23	Toronto
499	Administration and Office Management: Best Practices and Technologies	2017-02-19	2017-02-23	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-02-19	2017-02-23	Paris
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-02-19	2017-02-23	Geneva
528	Effective Report Writing Skills	2017-02-19	2017-02-23	Vienna
529	Executive Secretariat and Office Management for Top Management	2017-02-19	2017-02-23	Munich
533	Secretariat - Future Office Management	2017-02-19	2017-02-23	Doha
540	Key Managerial Skills for New Managers and Supervisors	2017-02-19	2017-02-23	Dublin
541	Strategies for the security of documents and electronic information	2017-02-19	2017-03-02	Vienna

551	Archiving & Filing	2017-02-19	2017-02-23	Los Angeles
552	Control and electronic archiving for Office Managers	2017-02-19	2017-02-23	Singapore
594	Professional Secretarial & Administration Skills	2017-02-19	2017-02-23	Istanbul
595	Communication Skills	2017-02-19	2017-02-23	Toronto
596	Administrative & Executive Secretarial Skills	2017-02-19	2017-02-23	Toronto
597	Advanced Documents & Records Management Compliance	2017-02-19	2017-02-23	Doha
615	E -Library Management Techniques	2017-02-19	2017-02-23	Toronto
614	The Support Staff and Administrative Assistant	2017-02-19	2017-02-23	Doha
613	The Office Professional and Records Management Masterclass	2017-02-19	2017-03-02	Istanbul
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-02-19	2017-02-23	Roma
610	Efficient Administration Skills	2017-02-19	2017-02-23	Prague
609	Time Management and Personal Effectiveness	2017-02-19	2017-02-23	Dublin
601	Effective Office Management	2017-02-19	2017-02-23	Singapore
619	The Senior Administrator Program	2017-02-19	2017-03-02	Barcelona
618	Critical Competencies for Administrators & Secretaries	2017-02-19	2017-02-23	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-02-26	2017-03-02	Dubai
594	Professional Secretarial & Administration Skills	2017-02-26	2017-03-02	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-02-26	2017-03-02	Boston
145	The Professional Certified Office Manager Programme	2017-02-26	2017-03-02	Roma
305	Office Management & Effective Administration Skills	2017-02-26	2017-03-02	Munich
358	Executive Office Administration and Secretarial Skills	2017-02-26	2017-03-02	Doha
499	Administration and Office Management: Best Practices and Technologies	2017-02-26	2017-03-02	Athens
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-02-26	2017-03-02	Geneva
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-02-26	2017-03-02	Vienna

528	Effective Report Writing Skills	2017-02-26	2017-03-02	Munich
529	Executive Secretariat and Office Management for Top Management	2017-02-26	2017-03-02	Istanbul
533	Secretariat - Future Office Management	2017-02-26	2017-03-02	Stockholm
540	Key Managerial Skills for New Managers and Supervisors	2017-02-26	2017-03-02	Athens
541	Strategies for the security of documents and electronic information	2017-02-26	2017-03-09	Munich
551	Archiving & Filing	2017-02-26	2017-03-02	Singapore
552	Control and electronic archiving for Office Managers	2017-02-26	2017-03-02	Marrakech
594	Professional Secretarial & Administration Skills	2017-02-26	2017-03-02	Toronto
595	Communication Skills	2017-02-26	2017-03-02	Doha
596	Administrative & Executive Secretarial Skills	2017-02-26	2017-03-02	Doha
597	Advanced Documents & Records Management Compliance	2017-02-26	2017-03-02	Stockholm
615	E -Library Management Techniques	2017-02-26	2017-03-02	Doha
614	The Support Staff and Administrative Assistant	2017-02-26	2017-03-02	Stockholm
613	The Office Professional and Records Management Masterclass	2017-02-26	2017-03-09	Toronto
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-02-26	2017-03-02	Prague
610	Efficient Administration Skills	2017-02-26	2017-03-02	Dublin
609	Time Management and Personal Effectiveness	2017-02-26	2017-03-02	Athens
601	Effective Office Management	2017-02-26	2017-03-02	Marrakech
619	The Senior Administrator Program	2017-02-26	2017-03-09	Cairo
618	Critical Competencies for Administrators & Secretaries	2017-02-26	2017-03-02	Athens
533	Secretariat - Future Office Management	2017-03-05	2017-03-09	Dubai
528	Effective Report Writing Skills	2017-03-05	2017-03-09	Dubai
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-03-05	2017-03-09	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-03-05	2017-03-09	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-03-05	2017-03-09	Dubai

358	Executive Office Administration and Secretarial Skills	2017-03-05	2017-03-09	Dubai
145	The Professional Certified Office Manager Programme	2017-03-05	2017-03-09	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-03-05	2017-03-09	Dubai
541	Strategies for the security of documents and electronic information	2017-03-05	2017-03-16	Dubai
552	Control and electronic archiving for Office Managers	2017-03-05	2017-03-09	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-03-05	2017-03-09	Roma
145	The Professional Certified Office Manager Programme	2017-03-05	2017-03-09	Prague
305	Office Management & Effective Administration Skills	2017-03-05	2017-03-09	Istanbul
358	Executive Office Administration and Secretarial Skills	2017-03-05	2017-03-09	Stockholm
499	Administration and Office Management: Best Practices and Technologies	2017-03-05	2017-03-09	Washington
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-03-05	2017-03-09	Vienna
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-03-05	2017-03-09	Munich
528	Effective Report Writing Skills	2017-03-05	2017-03-09	Istanbul
529	Executive Secretariat and Office Management for Top Management	2017-03-05	2017-03-09	Toronto
533	Secretariat - Future Office Management	2017-03-05	2017-03-09	Boston
540	Key Managerial Skills for New Managers and Supervisors	2017-03-05	2017-03-09	Washington
541	Strategies for the security of documents and electronic information	2017-03-05	2017-03-16	Istanbul
551	Archiving & Filing	2017-03-05	2017-03-09	Marrakech
552	Control and electronic archiving for Office Managers	2017-03-05	2017-03-09	Sydney
594	Professional Secretarial & Administration Skills	2017-03-05	2017-03-09	Doha
595	Communication Skills	2017-03-05	2017-03-09	Stockholm
596	Administrative & Executive Secretarial Skills	2017-03-05	2017-03-09	Stockholm
597	Advanced Documents & Records Management Compliance	2017-03-05	2017-03-09	Boston

615	E -Library Management Techniques	2017-03-05	2017-03-09	Stockholm
614	The Support Staff and Administrative Assistant	2017-03-05	2017-03-09	Boston
613	The Office Professional and Records Management Masterclass	2017-03-05	2017-03-16	Doha
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-03-05	2017-03-09	Dublin
610	Efficient Administration Skills	2017-03-05	2017-03-09	Athens
609	Time Management and Personal Effectiveness	2017-03-05	2017-03-09	Washington
601	Effective Office Management	2017-03-05	2017-03-09	Sydney
619	The Senior Administrator Program	2017-03-05	2017-03-16	Kuala Lumpur
618	Critical Competencies for Administrators & Secretaries	2017-03-05	2017-03-09	Washington
529	Executive Secretariat and Office Management for Top Management	2017-03-12	2017-03-16	Dubai
305	Office Management & Effective Administration Skills	2017-03-12	2017-03-16	Dubai
596	Administrative & Executive Secretarial Skills	2017-03-12	2017-03-16	Dubai
595	Communication Skills	2017-03-12	2017-03-16	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-03-12	2017-03-16	Prague
145	The Professional Certified Office Manager Programme	2017-03-12	2017-03-16	Dublin
305	Office Management & Effective Administration Skills	2017-03-12	2017-03-16	Toronto
358	Executive Office Administration and Secretarial Skills	2017-03-12	2017-03-16	Boston
499	Administration and Office Management: Best Practices and Technologies	2017-03-12	2017-03-16	Auckland
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-03-12	2017-03-16	Munich
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-03-12	2017-03-16	Istanbul
528	Effective Report Writing Skills	2017-03-12	2017-03-16	Toronto
529	Executive Secretariat and Office Management for Top Management	2017-03-12	2017-03-16	Doha
533	Secretariat - Future Office Management	2017-03-12	2017-03-16	Roma
540	Key Managerial Skills for New Managers and Supervisors	2017-03-12	2017-03-16	Auckland

541	Strategies for the security of documents and electronic information	2017-03-12	2017-03-23	Toronto
551	Archiving & Filing	2017-03-12	2017-03-16	Sydney
552	Control and electronic archiving for Office Managers	2017-03-12	2017-03-16	Milan
594	Professional Secretarial & Administration Skills	2017-03-12	2017-03-16	Stockholm
595	Communication Skills	2017-03-12	2017-03-16	Boston
596	Administrative & Executive Secretarial Skills	2017-03-12	2017-03-16	Boston
597	Advanced Documents & Records Management Compliance	2017-03-12	2017-03-16	Roma
615	E -Library Management Techniques	2017-03-12	2017-03-16	Boston
614	The Support Staff and Administrative Assistant	2017-03-12	2017-03-16	Roma
613	The Office Professional and Records Management Masterclass	2017-03-12	2017-03-23	Stockholm
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-03-12	2017-03-16	Athens
610	Efficient Administration Skills	2017-03-12	2017-03-16	Washington
609	Time Management and Personal Effectiveness	2017-03-12	2017-03-16	Auckland
601	Effective Office Management	2017-03-12	2017-03-16	Milan
619	The Senior Administrator Program	2017-03-12	2017-03-23	London
618	Critical Competencies for Administrators & Secretaries	2017-03-12	2017-03-16	Auckland
597	Advanced Documents & Records Management Compliance	2017-03-19	2017-03-23	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-03-19	2017-03-23	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-03-19	2017-03-23	Dublin
145	The Professional Certified Office Manager Programme	2017-03-19	2017-03-23	Athens
305	Office Management & Effective Administration Skills	2017-03-19	2017-03-23	Doha
358	Executive Office Administration and Secretarial Skills	2017-03-19	2017-03-23	Roma
499	Administration and Office Management: Best Practices and Technologies	2017-03-19	2017-03-23	Copenhagen
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-03-19	2017-03-23	Istanbul
	Documents and Records			

527	Management Compliance: (ISO: 15489 Standard)	2017-03-19	2017-03-23	Toronto
528	Effective Report Writing Skills	2017-03-19	2017-03-23	Doha
529	Executive Secretariat and Office Management for Top Management	2017-03-19	2017-03-23	Stockholm
533	Secretariat - Future Office Management	2017-03-19	2017-03-23	Prague
540	Key Managerial Skills for New Managers and Supervisors	2017-03-19	2017-03-23	Copenhagen
541	Strategies for the security of documents and electronic information	2017-03-19	2017-03-30	Doha
551	Archiving & Filing	2017-03-19	2017-03-23	Milan
552	Control and electronic archiving for Office Managers	2017-03-19	2017-03-23	Barcelona
594	Professional Secretarial & Administration Skills	2017-03-19	2017-03-23	Boston
595	Communication Skills	2017-03-19	2017-03-23	Roma
596	Administrative & Executive Secretarial Skills	2017-03-19	2017-03-23	Roma
597	Advanced Documents & Records Management Compliance	2017-03-19	2017-03-23	Prague
615	E -Library Management Techniques	2017-03-19	2017-03-23	Roma
614	The Support Staff and Administrative Assistant	2017-03-19	2017-03-23	Prague
613	The Office Professional and Records Management Masterclass	2017-03-19	2017-03-30	Boston
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-03-19	2017-03-23	Washington
610	Efficient Administration Skills	2017-03-19	2017-03-23	Auckland
609	Time Management and Personal Effectiveness	2017-03-19	2017-03-23	Copenhagen
601	Effective Office Management	2017-03-19	2017-03-23	Barcelona
619	The Senior Administrator Program	2017-03-19	2017-03-30	Madrid
618	Critical Competencies for Administrators & Secretaries	2017-03-19	2017-03-23	Copenhagen
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-03-26	2017-03-30	Dubai
594	Professional Secretarial & Administration Skills	2017-03-26	2017-03-30	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-03-26	2017-03-30	Athens
145	The Professional Certified Office Manager Programme	2017-03-26	2017-03-30	Washington

305	Office Management & Effective Administration Skills	2017-03-26	2017-03-30	Stockholm
358	Executive Office Administration and Secretarial Skills	2017-03-26	2017-03-30	Prague
499	Administration and Office Management: Best Practices and Technologies	2017-03-26	2017-03-30	Beirut
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-03-26	2017-03-30	Toronto
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-03-26	2017-03-30	Doha
528	Effective Report Writing Skills	2017-03-26	2017-03-30	Stockholm
529	Executive Secretariat and Office Management for Top Management	2017-03-26	2017-03-30	Boston
533	Secretariat - Future Office Management	2017-03-26	2017-03-30	Dublin
540	Key Managerial Skills for New Managers and Supervisors	2017-03-26	2017-03-30	Beirut
541	Strategies for the security of documents and electronic information	2017-03-26	2017-04-06	Stockholm
551	Archiving & Filing	2017-03-26	2017-03-30	Barcelona
552	Control and electronic archiving for Office Managers	2017-03-26	2017-03-30	Cairo
594	Professional Secretarial & Administration Skills	2017-03-26	2017-03-30	Roma
595	Communication Skills	2017-03-26	2017-03-30	Prague
596	Administrative & Executive Secretarial Skills	2017-03-26	2017-03-30	Prague
597	Advanced Documents & Records Management Compliance	2017-03-26	2017-03-30	Dublin
615	E -Library Management Techniques	2017-03-26	2017-03-30	Prague
614	The Support Staff and Administrative Assistant	2017-03-26	2017-03-30	Dublin
613	The Office Professional and Records Management Masterclass	2017-03-26	2017-04-06	Roma
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-03-26	2017-03-30	Auckland
610	Efficient Administration Skills	2017-03-26	2017-03-30	Copenhagen
609	Time Management and Personal Effectiveness	2017-03-26	2017-03-30	Beirut
601	Effective Office Management	2017-03-26	2017-03-30	Cairo
619	The Senior Administrator Program	2017-03-26	2017-04-06	Abu Dhabi
	Critical Competencies for			

618	Administrators & Secretaries	2017-03-26	2017-03-30	Beirut
533	Secretariat - Future Office Management	2017-04-02	2017-04-06	Dubai
528	Effective Report Writing Skills	2017-04-02	2017-04-06	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-04-02	2017-04-06	Dubai
358	Executive Office Administration and Secretarial Skills	2017-04-02	2017-04-06	Dubai
145	The Professional Certified Office Manager Programme	2017-04-02	2017-04-06	Dubai
541	Strategies for the security of documents and electronic information	2017-04-02	2017-04-13	Dubai
551	Archiving & Filing	2017-04-02	2017-04-06	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-04-02	2017-04-06	Washington
145	The Professional Certified Office Manager Programme	2017-04-02	2017-04-06	Auckland
305	Office Management & Effective Administration Skills	2017-04-02	2017-04-06	Boston
358	Executive Office Administration and Secretarial Skills	2017-04-02	2017-04-06	Dublin
499	Administration and Office Management: Best Practices and Technologies	2017-04-02	2017-04-06	Los Angeles
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-04-02	2017-04-06	Doha
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-04-02	2017-04-06	Stockholm
528	Effective Report Writing Skills	2017-04-02	2017-04-06	Boston
529	Executive Secretariat and Office Management for Top Management	2017-04-02	2017-04-06	Roma
533	Secretariat - Future Office Management	2017-04-02	2017-04-06	Athens
540	Key Managerial Skills for New Managers and Supervisors	2017-04-02	2017-04-06	Los Angeles
541	Strategies for the security of documents and electronic information	2017-04-02	2017-04-13	Boston
551	Archiving & Filing	2017-04-02	2017-04-06	Cairo
552	Control and electronic archiving for Office Managers	2017-04-02	2017-04-06	Kuala Lumpur
594	Professional Secretarial & Administration Skills	2017-04-02	2017-04-06	Prague

595	Communication Skills	2017-04-02	2017-04-06	Dublin
596	Administrative & Executive Secretarial Skills	2017-04-02	2017-04-06	Dublin
597	Advanced Documents & Records Management Compliance	2017-04-02	2017-04-06	Athens
615	E -Library Management Techniques	2017-04-02	2017-04-06	Dublin
614	The Support Staff and Administrative Assistant	2017-04-02	2017-04-06	Athens
613	The Office Professional and Records Management Masterclass	2017-04-02	2017-04-13	Prague
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-04-02	2017-04-06	Copenhagen
610	Efficient Administration Skills	2017-04-02	2017-04-06	Beirut
609	Time Management and Personal Effectiveness	2017-04-02	2017-04-06	Los Angeles
601	Effective Office Management	2017-04-02	2017-04-06	Kuala Lumpur
619	The Senior Administrator Program	2017-04-02	2017-04-13	Amman
618	Critical Competencies for Administrators & Secretaries	2017-04-02	2017-04-06	Los Angeles
529	Executive Secretariat and Office Management for Top Management	2017-04-09	2017-04-13	Dubai
305	Office Management & Effective Administration Skills	2017-04-09	2017-04-13	Dubai
596	Administrative & Executive Secretarial Skills	2017-04-09	2017-04-13	Dubai
595	Communication Skills	2017-04-09	2017-04-13	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-04-09	2017-04-13	Auckland
145	The Professional Certified Office Manager Programme	2017-04-09	2017-04-13	Copenhagen
305	Office Management & Effective Administration Skills	2017-04-09	2017-04-13	Roma
358	Executive Office Administration and Secretarial Skills	2017-04-09	2017-04-13	Athens
499	Administration and Office Management: Best Practices and Technologies	2017-04-09	2017-04-13	Singapore
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-04-09	2017-04-13	Stockholm
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-04-09	2017-04-13	Boston
528	Effective Report Writing Skills	2017-04-09	2017-04-13	Roma
	Executive Secretariat and Office			

529	Management for Top Management	2017-04-09	2017-04-13	Prague
533	Secretariat - Future Office Management	2017-04-09	2017-04-13	Washington
540	Key Managerial Skills for New Managers and Supervisors	2017-04-09	2017-04-13	Singapore
541	Strategies for the security of documents and electronic information	2017-04-09	2017-04-20	Roma
551	Archiving & Filing	2017-04-09	2017-04-13	Kuala Lumpur
552	Control and electronic archiving for Office Managers	2017-04-09	2017-04-13	London
594	Professional Secretarial & Administration Skills	2017-04-09	2017-04-13	Dublin
595	Communication Skills	2017-04-09	2017-04-13	Athens
596	Administrative & Executive Secretarial Skills	2017-04-09	2017-04-13	Athens
597	Advanced Documents & Records Management Compliance	2017-04-09	2017-04-13	Washington
615	E -Library Management Techniques	2017-04-09	2017-04-13	Athens
614	The Support Staff and Administrative Assistant	2017-04-09	2017-04-13	Washington
613	The Office Professional and Records Management Masterclass	2017-04-09	2017-04-20	Dublin
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-04-09	2017-04-13	Beirut
610	Efficient Administration Skills	2017-04-09	2017-04-13	Los Angeles
609	Time Management and Personal Effectiveness	2017-04-09	2017-04-13	Singapore
601	Effective Office Management	2017-04-09	2017-04-13	London
619	The Senior Administrator Program	2017-04-09	2017-04-20	Jakarta
618	Critical Competencies for Administrators & Secretaries	2017-04-09	2017-04-13	Singapore
597	Advanced Documents & Records Management Compliance	2017-04-16	2017-04-20	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-04-16	2017-04-20	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-04-16	2017-04-20	Copenhagen
145	The Professional Certified Office Manager Programme	2017-04-16	2017-04-20	Beirut
305	Office Management & Effective Administration Skills	2017-04-16	2017-04-20	Prague
358	Executive Office Administration and Secretarial Skills	2017-04-16	2017-04-20	Washington

499	Administration and Office Management: Best Practices and Technologies	2017-04-16	2017-04-20	Marrakech
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-04-16	2017-04-20	Boston
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-04-16	2017-04-20	Roma
528	Effective Report Writing Skills	2017-04-16	2017-04-20	Prague
529	Executive Secretariat and Office Management for Top Management	2017-04-16	2017-04-20	Dublin
533	Secretariat - Future Office Management	2017-04-16	2017-04-20	Auckland
540	Key Managerial Skills for New Managers and Supervisors	2017-04-16	2017-04-20	Marrakech
541	Strategies for the security of documents and electronic information	2017-04-16	2017-04-27	Prague
551	Archiving & Filing	2017-04-16	2017-04-20	London
552	Control and electronic archiving for Office Managers	2017-04-16	2017-04-20	Madrid
594	Professional Secretarial & Administration Skills	2017-04-16	2017-04-20	Athens
595	Communication Skills	2017-04-16	2017-04-20	Washington
596	Administrative & Executive Secretarial Skills	2017-04-16	2017-04-20	Washington
597	Advanced Documents & Records Management Compliance	2017-04-16	2017-04-20	Auckland
615	E -Library Management Techniques	2017-04-16	2017-04-20	Washington
614	The Support Staff and Administrative Assistant	2017-04-16	2017-04-20	Auckland
613	The Office Professional and Records Management Masterclass	2017-04-16	2017-04-27	Athens
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-04-16	2017-04-20	Los Angeles
610	Efficient Administration Skills	2017-04-16	2017-04-20	Singapore
609	Time Management and Personal Effectiveness	2017-04-16	2017-04-20	Marrakech
601	Effective Office Management	2017-04-16	2017-04-20	Madrid
619	The Senior Administrator Program	2017-04-16	2017-04-27	Sharm El Sheikh
618	Critical Competencies for Administrators & Secretaries	2017-04-16	2017-04-20	Marrakech
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-04-23	2017-04-27	Dubai

552	Control and electronic archiving for Office Managers	2017-04-23	2017-04-27	Dubai
594	Professional Secretarial & Administration Skills	2017-04-23	2017-04-27	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-04-23	2017-04-27	Beirut
145	The Professional Certified Office Manager Programme	2017-04-23	2017-04-27	Los Angeles
305	Office Management & Effective Administration Skills	2017-04-23	2017-04-27	Dublin
358	Executive Office Administration and Secretarial Skills	2017-04-23	2017-04-27	Cairo
499	Administration and Office Management: Best Practices and Technologies	2017-04-23	2017-04-27	Sydney
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-04-23	2017-04-27	Roma
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-04-23	2017-04-27	Prague
528	Effective Report Writing Skills	2017-04-23	2017-04-27	Dublin
529	Executive Secretariat and Office Management for Top Management	2017-04-23	2017-04-27	Athens
533	Secretariat - Future Office Management	2017-04-23	2017-04-27	Copenhagen
540	Key Managerial Skills for New Managers and Supervisors	2017-04-23	2017-04-27	Sydney
541	Strategies for the security of documents and electronic information	2017-04-23	2017-05-04	Dublin
551	Archiving & Filing	2017-04-23	2017-04-27	Madrid
552	Control and electronic archiving for Office Managers	2017-04-23	2017-04-27	Abu Dhabi
594	Professional Secretarial & Administration Skills	2017-04-23	2017-04-27	Washington
595	Communication Skills	2017-04-23	2017-04-27	Cairo
596	Administrative & Executive Secretarial Skills	2017-04-23	2017-04-27	Auckland
597	Advanced Documents & Records Management Compliance	2017-04-23	2017-04-27	Copenhagen
615	E -Library Management Techniques	2017-04-23	2017-04-27	Auckland
614	The Support Staff and Administrative Assistant	2017-04-23	2017-04-27	Copenhagen
613	The Office Professional and Records Management Masterclass	2017-04-23	2017-05-04	Washington
	Organising and Behavioural Skills for			

611	Administrative Professionals- Executive Secretaries-PAs	2017-04-23	2017-04-27	Singapore
610	Efficient Administration Skills	2017-04-23	2017-04-27	Marrakech
609	Time Management and Personal Effectiveness	2017-04-23	2017-04-27	Sydney
601	Effective Office Management	2017-04-23	2017-04-27	Abu Dhabi
619	The Senior Administrator Program	2017-04-23	2017-05-04	Amsterdam
618	Critical Competencies for Administrators & Secretaries	2017-04-23	2017-04-27	Sydney
533	Secretariat - Future Office Management	2017-04-30	2017-05-04	Dubai
528	Effective Report Writing Skills	2017-04-30	2017-05-04	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-04-30	2017-05-04	Dubai
358	Executive Office Administration and Secretarial Skills	2017-04-30	2017-05-04	Dubai
145	The Professional Certified Office Manager Programme	2017-04-30	2017-05-04	Dubai
541	Strategies for the security of documents and electronic information	2017-04-30	2017-05-11	Dubai
551	Archiving & Filing	2017-04-30	2017-05-04	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-04-30	2017-05-04	Los Angeles
145	The Professional Certified Office Manager Programme	2017-04-30	2017-05-04	Singapore
305	Office Management & Effective Administration Skills	2017-04-30	2017-05-04	Athens
358	Executive Office Administration and Secretarial Skills	2017-04-30	2017-05-04	Kuala Lumpur
499	Administration and Office Management: Best Practices and Technologies	2017-04-30	2017-05-04	Milan
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-04-30	2017-05-04	Prague
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-04-30	2017-05-04	Dublin
528	Effective Report Writing Skills	2017-04-30	2017-05-04	Athens
529	Executive Secretariat and Office Management for Top Management	2017-04-30	2017-05-04	Washington
533	Secretariat - Future Office Management	2017-04-30	2017-05-04	Beirut
540	Key Managerial Skills for New Managers and Supervisors	2017-04-30	2017-05-04	Milan

541	Strategies for the security of documents and electronic information	2017-04-30	2017-05-11	Athens
551	Archiving & Filing	2017-04-30	2017-05-04	Abu Dhabi
552	Control and electronic archiving for Office Managers	2017-04-30	2017-05-04	Amman
594	Professional Secretarial & Administration Skills	2017-04-30	2017-05-04	Cairo
595	Communication Skills	2017-04-30	2017-05-04	Kuala Lumpur
596	Administrative & Executive Secretarial Skills	2017-04-30	2017-05-04	Copenhagen
597	Advanced Documents & Records Management Compliance	2017-04-30	2017-05-04	Beirut
615	E -Library Management Techniques	2017-04-30	2017-05-04	Copenhagen
614	The Support Staff and Administrative Assistant	2017-04-30	2017-05-04	Beirut
613	The Office Professional and Records Management Masterclass	2017-04-30	2017-05-11	Cairo
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-04-30	2017-05-04	Marrakech
610	Efficient Administration Skills	2017-04-30	2017-05-04	Sydney
609	Time Management and Personal Effectiveness	2017-04-30	2017-05-04	Milan
601	Effective Office Management	2017-04-30	2017-05-04	Amman
619	The Senior Administrator Program	2017-04-30	2017-05-11	Casablanca
618	Critical Competencies for Administrators & Secretaries	2017-04-30	2017-05-04	Milan
595	Communication Skills	2017-05-07	2017-05-11	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-05-07	2017-05-11	Dubai
596	Administrative & Executive Secretarial Skills	2017-05-07	2017-05-11	Dubai
305	Office Management & Effective Administration Skills	2017-05-07	2017-05-11	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-05-07	2017-05-11	Singapore
145	The Professional Certified Office Manager Programme	2017-05-07	2017-05-11	Marrakech
305	Office Management & Effective Administration Skills	2017-05-07	2017-05-11	Washington
358	Executive Office Administration and Secretarial Skills	2017-05-07	2017-05-11	London
499	Administration and Office Management: Best Practices and Technologies	2017-05-07	2017-05-11	Barcelona

526	Advanced Office Management & Secretarial Effective Administration Skills	2017-05-07	2017-05-11	Dublin
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-05-07	2017-05-11	Athens
528	Effective Report Writing Skills	2017-05-07	2017-05-11	Washington
529	Executive Secretariat and Office Management for Top Management	2017-05-07	2017-05-11	Cairo
533	Secretariat - Future Office Management	2017-05-07	2017-05-11	Los Angeles
540	Key Managerial Skills for New Managers and Supervisors	2017-05-07	2017-05-11	Barcelona
541	Strategies for the security of documents and electronic information	2017-05-07	2017-05-18	Washington
551	Archiving & Filing	2017-05-07	2017-05-11	Amman
552	Control and electronic archiving for Office Managers	2017-05-07	2017-05-11	Jakarta
594	Professional Secretarial & Administration Skills	2017-05-07	2017-05-11	Kuala Lumpur
595	Communication Skills	2017-05-07	2017-05-11	London
596	Administrative & Executive Secretarial Skills	2017-05-07	2017-05-11	Beirut
597	Advanced Documents & Records Management Compliance	2017-05-07	2017-05-11	Los Angeles
615	E -Library Management Techniques	2017-05-07	2017-05-11	Beirut
614	The Support Staff and Administrative Assistant	2017-05-07	2017-05-11	Los Angeles
613	The Office Professional and Records Management Masterclass	2017-05-07	2017-05-18	Kuala Lumpur
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-05-07	2017-05-11	Sydney
610	Efficient Administration Skills	2017-05-07	2017-05-11	Milan
609	Time Management and Personal Effectiveness	2017-05-07	2017-05-11	Barcelona
601	Effective Office Management	2017-05-07	2017-05-11	Jakarta
619	The Senior Administrator Program	2017-05-07	2017-05-18	Paris
618	Critical Competencies for Administrators & Secretaries	2017-05-07	2017-05-11	Barcelona
597	Advanced Documents & Records Management Compliance	2017-05-14	2017-05-18	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-05-14	2017-05-18	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-05-14	2017-05-18	Marrakech

145	The Professional Certified Office Manager Programme	2017-05-14	2017-05-18	Sydney
305	Office Management & Effective Administration Skills	2017-05-14	2017-05-18	Cairo
358	Executive Office Administration and Secretarial Skills	2017-05-14	2017-05-18	Madrid
499	Administration and Office Management: Best Practices and Technologies	2017-05-14	2017-05-18	Cairo
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-05-14	2017-05-18	Athens
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-05-14	2017-05-18	Washington
528	Effective Report Writing Skills	2017-05-14	2017-05-18	Cairo
529	Executive Secretariat and Office Management for Top Management	2017-05-14	2017-05-18	Kuala Lumpur
533	Secretariat - Future Office Management	2017-05-14	2017-05-18	Singapore
540	Key Managerial Skills for New Managers and Supervisors	2017-05-14	2017-05-18	Cairo
541	Strategies for the security of documents and electronic information	2017-05-14	2017-05-25	Cairo
551	Archiving & Filing	2017-05-14	2017-05-18	Jakarta
552	Control and electronic archiving for Office Managers	2017-05-14	2017-05-18	Sharm El Sheikh
594	Professional Secretarial & Administration Skills	2017-05-14	2017-05-18	London
595	Communication Skills	2017-05-14	2017-05-18	Madrid
596	Administrative & Executive Secretarial Skills	2017-05-14	2017-05-18	Los Angeles
597	Advanced Documents & Records Management Compliance	2017-05-14	2017-05-18	Singapore
615	E -Library Management Techniques	2017-05-14	2017-05-18	Los Angeles
614	The Support Staff and Administrative Assistant	2017-05-14	2017-05-18	Singapore
613	The Office Professional and Records Management Masterclass	2017-05-14	2017-05-25	London
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-05-14	2017-05-18	Milan
610	Efficient Administration Skills	2017-05-14	2017-05-18	Barcelona
609	Time Management and Personal Effectiveness	2017-05-14	2017-05-18	Cairo
				Sharm El

601	Effective Office Management	2017-05-14	2017-05-18	Sheikh
619	The Senior Administrator Program	2017-05-14	2017-05-25	Geneva
618	Critical Competencies for Administrators & Secretaries	2017-05-14	2017-05-18	Cairo
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-05-21	2017-05-25	Dubai
552	Control and electronic archiving for Office Managers	2017-05-21	2017-05-25	Dubai
594	Professional Secretarial & Administration Skills	2017-05-21	2017-05-25	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-05-21	2017-05-25	Sydney
145	The Professional Certified Office Manager Programme	2017-05-21	2017-05-25	Milan
305	Office Management & Effective Administration Skills	2017-05-21	2017-05-25	Kuala Lumpur
358	Executive Office Administration and Secretarial Skills	2017-05-21	2017-05-25	Abu Dhabi
499	Administration and Office Management: Best Practices and Technologies	2017-05-21	2017-05-25	Kuala Lumpur
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-05-21	2017-05-25	Washington
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-05-21	2017-05-25	Cairo
528	Effective Report Writing Skills	2017-05-21	2017-05-25	Kuala Lumpur
529	Executive Secretariat and Office Management for Top Management	2017-05-21	2017-05-25	London
533	Secretariat - Future Office Management	2017-05-21	2017-05-25	Marrakech
540	Key Managerial Skills for New Managers and Supervisors	2017-05-21	2017-05-25	Kuala Lumpur
541	Strategies for the security of documents and electronic information	2017-05-21	2017-06-01	Kuala Lumpur
551	Archiving & Filing	2017-05-21	2017-05-25	Sharm El Sheikh
552	Control and electronic archiving for Office Managers	2017-05-21	2017-05-25	Amsterdam
594	Professional Secretarial & Administration Skills	2017-05-21	2017-05-25	Madrid
595	Communication Skills	2017-05-21	2017-05-25	Abu Dhabi
596	Administrative & Executive Secretarial Skills	2017-05-21	2017-05-25	Singapore

597	Advanced Documents & Records Management Compliance	2017-05-21	2017-05-25	Marrakech
615	E -Library Management Techniques	2017-05-21	2017-05-25	Singapore
614	The Support Staff and Administrative Assistant	2017-05-21	2017-05-25	Marrakech
613	The Office Professional and Records Management Masterclass	2017-05-21	2017-06-01	Madrid
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-05-21	2017-05-25	Barcelona
610	Efficient Administration Skills	2017-05-21	2017-05-25	Cairo
609	Time Management and Personal Effectiveness	2017-05-21	2017-05-25	Kuala Lumpur
601	Effective Office Management	2017-05-21	2017-05-25	Amsterdam
619	The Senior Administrator Program	2017-05-21	2017-06-01	Vienna
618	Critical Competencies for Administrators & Secretaries	2017-05-21	2017-05-25	Kuala Lumpur
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-05-28	2017-06-01	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-05-28	2017-06-01	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-05-28	2017-06-01	Milan
145	The Professional Certified Office Manager Programme	2017-05-28	2017-06-01	Barcelona
305	Office Management & Effective Administration Skills	2017-05-28	2017-06-01	London
358	Executive Office Administration and Secretarial Skills	2017-05-28	2017-06-01	Amman
499	Administration and Office Management: Best Practices and Technologies	2017-05-28	2017-06-01	London
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-05-28	2017-06-01	Cairo
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-05-28	2017-06-01	Kuala Lumpur
528	Effective Report Writing Skills	2017-05-28	2017-06-01	London
529	Executive Secretariat and Office Management for Top Management	2017-05-28	2017-06-01	Madrid
533	Secretariat - Future Office Management	2017-05-28	2017-06-01	Sydney
540	Key Managerial Skills for New Managers and Supervisors	2017-05-28	2017-06-01	London
	Strategies for the security of			

541	documents and electronic information	2017-05-28	2017-07-06	London
551	Archiving & Filing	2017-05-28	2017-06-01	Amsterdam
552	Control and electronic archiving for Office Managers	2017-05-28	2017-06-01	Casablanca
594	Professional Secretarial & Administration Skills	2017-05-28	2017-06-01	Abu Dhabi
595	Communication Skills	2017-05-28	2017-06-01	Amman
596	Administrative & Executive Secretarial Skills	2017-05-28	2017-06-01	Marrakech
597	Advanced Documents & Records Management Compliance	2017-05-28	2017-06-01	Sydney
615	E -Library Management Techniques	2017-05-28	2017-06-01	Marrakech
614	The Support Staff and Administrative Assistant	2017-05-28	2017-06-01	Sydney
613	The Office Professional and Records Management Masterclass	2017-05-28	2017-07-06	Abu Dhabi
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-05-28	2017-06-01	Cairo
610	Efficient Administration Skills	2017-05-28	2017-06-01	Kuala Lumpur
609	Time Management and Personal Effectiveness	2017-05-28	2017-06-01	London
601	Effective Office Management	2017-05-28	2017-06-01	Casablanca
619	The Senior Administrator Program	2017-05-28	2017-07-06	Munich
618	Critical Competencies for Administrators & Secretaries	2017-05-28	2017-06-01	London
533	Secretariat - Future Office Management	2017-07-02	2017-07-06	Dubai
528	Effective Report Writing Skills	2017-07-02	2017-07-06	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-07-02	2017-07-06	Dubai
358	Executive Office Administration and Secretarial Skills	2017-07-02	2017-07-06	Dubai
145	The Professional Certified Office Manager Programme	2017-07-02	2017-07-06	Dubai
541	Strategies for the security of documents and electronic information	2017-07-02	2017-07-13	Dubai
551	Archiving & Filing	2017-07-02	2017-07-06	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-07-02	2017-07-06	Barcelona
145	The Professional Certified Office Manager Programme	2017-07-02	2017-07-06	Cairo

305	Office Management & Effective Administration Skills	2017-07-02	2017-07-06	Madrid
358	Executive Office Administration and Secretarial Skills	2017-07-02	2017-07-06	Jakarta
499	Administration and Office Management: Best Practices and Technologies	2017-07-02	2017-07-06	Madrid
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-07-02	2017-07-06	Kuala Lumpur
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-07-02	2017-07-06	London
528	Effective Report Writing Skills	2017-07-02	2017-07-06	Madrid
529	Executive Secretariat and Office Management for Top Management	2017-07-02	2017-07-06	Abu Dhabi
533	Secretariat - Future Office Management	2017-07-02	2017-07-06	Milan
540	Key Managerial Skills for New Managers and Supervisors	2017-07-02	2017-07-06	Madrid
541	Strategies for the security of documents and electronic information	2017-07-02	2017-07-13	Madrid
551	Archiving & Filing	2017-07-02	2017-07-06	Casablanca
552	Control and electronic archiving for Office Managers	2017-07-02	2017-07-06	Paris
594	Professional Secretarial & Administration Skills	2017-07-02	2017-07-06	Amman
595	Communication Skills	2017-07-02	2017-07-06	Jakarta
596	Administrative & Executive Secretarial Skills	2017-07-02	2017-07-06	Sydney
597	Advanced Documents & Records Management Compliance	2017-07-02	2017-07-06	Milan
615	E -Library Management Techniques	2017-07-02	2017-07-06	Sydney
614	The Support Staff and Administrative Assistant	2017-07-02	2017-07-06	Milan
613	The Office Professional and Records Management Masterclass	2017-07-02	2017-07-13	Amman
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-07-02	2017-07-06	Kuala Lumpur
610	Efficient Administration Skills	2017-07-02	2017-07-06	London
609	Time Management and Personal Effectiveness	2017-07-02	2017-07-06	Madrid
601	Effective Office Management	2017-07-02	2017-07-06	Paris
619	The Senior Administrator Program	2017-07-02	2017-07-13	Istanbul
	Critical Competencies for			

618	Administrators & Secretaries	2017-07-02	2017-07-06	Madrid
595	Communication Skills	2017-07-09	2017-07-13	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-07-09	2017-07-13	Dubai
305	Office Management & Effective Administration Skills	2017-07-09	2017-07-13	Dubai
596	Administrative & Executive Secretarial Skills	2017-07-09	2017-07-13	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-07-09	2017-07-13	Cairo
145	The Professional Certified Office Manager Programme	2017-07-09	2017-07-13	Kuala Lumpur
305	Office Management & Effective Administration Skills	2017-07-09	2017-07-13	Abu Dhabi
358	Executive Office Administration and Secretarial Skills	2017-07-09	2017-07-13	Sharm El Sheikh
499	Administration and Office Management: Best Practices and Technologies	2017-07-09	2017-07-13	Abu Dhabi
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-07-09	2017-07-13	London
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-07-09	2017-07-13	Madrid
528	Effective Report Writing Skills	2017-07-09	2017-07-13	Abu Dhabi
529	Executive Secretariat and Office Management for Top Management	2017-07-09	2017-07-13	Amman
533	Secretariat - Future Office Management	2017-07-09	2017-07-13	Barcelona
540	Key Managerial Skills for New Managers and Supervisors	2017-07-09	2017-07-13	Abu Dhabi
541	Strategies for the security of documents and electronic information	2017-07-09	2017-07-20	Abu Dhabi
551	Archiving & Filing	2017-07-09	2017-07-13	Paris
552	Control and electronic archiving for Office Managers	2017-07-09	2017-07-13	Geneva
594	Professional Secretarial & Administration Skills	2017-07-09	2017-07-13	Jakarta
595	Communication Skills	2017-07-09	2017-07-13	Sharm El Sheikh
596	Administrative & Executive Secretarial Skills	2017-07-09	2017-07-13	Milan
597	Advanced Documents & Records Management Compliance	2017-07-09	2017-07-13	Barcelona
615	E -Library Management Techniques	2017-07-09	2017-07-13	Milan

614	The Support Staff and Administrative Assistant	2017-07-09	2017-07-13	Barcelona
613	The Office Professional and Records Management Masterclass	2017-07-09	2017-07-20	Jakarta
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-07-09	2017-07-13	London
610	Efficient Administration Skills	2017-07-09	2017-07-13	Madrid
609	Time Management and Personal Effectiveness	2017-07-09	2017-07-13	Abu Dhabi
601	Effective Office Management	2017-07-09	2017-07-13	Geneva
619	The Senior Administrator Program	2017-07-09	2017-07-20	Toronto
618	Critical Competencies for Administrators & Secretaries	2017-07-09	2017-07-13	Abu Dhabi
597	Advanced Documents & Records Management Compliance	2017-07-16	2017-07-20	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-07-16	2017-07-20	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-07-16	2017-07-20	Kuala Lumpur
145	The Professional Certified Office Manager Programme	2017-07-16	2017-07-20	London
305	Office Management & Effective Administration Skills	2017-07-16	2017-07-20	Amman
358	Executive Office Administration and Secretarial Skills	2017-07-16	2017-07-20	Amsterdam
499	Administration and Office Management: Best Practices and Technologies	2017-07-16	2017-07-20	Amman
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-07-16	2017-07-20	Madrid
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-07-16	2017-07-20	Abu Dhabi
528	Effective Report Writing Skills	2017-07-16	2017-07-20	Amman
529	Executive Secretariat and Office Management for Top Management	2017-07-16	2017-07-20	Jakarta
533	Secretariat - Future Office Management	2017-07-16	2017-07-20	Cairo
540	Key Managerial Skills for New Managers and Supervisors	2017-07-16	2017-07-20	Amman
541	Strategies for the security of documents and electronic information	2017-07-16	2017-07-27	Amman
551	Archiving & Filing	2017-07-16	2017-07-20	Geneva
552	Control and electronic archiving for Office Managers	2017-07-16	2017-07-20	Vienna

594	Professional Secretarial & Administration Skills	2017-07-16	2017-07-20	Sharm El Sheikh
595	Communication Skills	2017-07-16	2017-07-20	Amsterdam
596	Administrative & Executive Secretarial Skills	2017-07-16	2017-07-20	Barcelona
597	Advanced Documents & Records Management Compliance	2017-07-16	2017-07-20	Cairo
615	E -Library Management Techniques	2017-07-16	2017-07-20	Barcelona
614	The Support Staff and Administrative Assistant	2017-07-16	2017-07-20	Cairo
613	The Office Professional and Records Management Masterclass	2017-07-16	2017-07-27	Sharm El Sheikh
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-07-16	2017-07-20	Madrid
610	Efficient Administration Skills	2017-07-16	2017-07-20	Abu Dhabi
609	Time Management and Personal Effectiveness	2017-07-16	2017-07-20	Amman
601	Effective Office Management	2017-07-16	2017-07-20	Vienna
619	The Senior Administrator Program	2017-07-16	2017-07-27	Doha
618	Critical Competencies for Administrators & Secretaries	2017-07-16	2017-07-20	Amman
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-07-23	2017-07-27	Dubai
552	Control and electronic archiving for Office Managers	2017-07-23	2017-07-27	Dubai
594	Professional Secretarial & Administration Skills	2017-07-23	2017-07-27	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-07-23	2017-07-27	London
145	The Professional Certified Office Manager Programme	2017-07-23	2017-07-27	Madrid
305	Office Management & Effective Administration Skills	2017-07-23	2017-07-27	Jakarta
358	Executive Office Administration and Secretarial Skills	2017-07-23	2017-07-27	Casablanca
499	Administration and Office Management: Best Practices and Technologies	2017-07-23	2017-07-27	Jakarta
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-07-23	2017-07-27	Abu Dhabi
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-07-23	2017-07-27	Amman
528	Effective Report Writing Skills	2017-07-23	2017-07-27	Jakarta

529	Executive Secretariat and Office Management for Top Management	2017-07-23	2017-07-27	Sharm El Sheikh
533	Secretariat - Future Office Management	2017-07-23	2017-07-27	Kuala Lumpur
540	Key Managerial Skills for New Managers and Supervisors	2017-07-23	2017-07-27	Jakarta
541	Strategies for the security of documents and electronic information	2017-07-23	2017-08-03	Jakarta
551	Archiving & Filing	2017-07-23	2017-07-27	Vienna
552	Control and electronic archiving for Office Managers	2017-07-23	2017-07-27	Munich
594	Professional Secretarial & Administration Skills	2017-07-23	2017-07-27	Amsterdam
595	Communication Skills	2017-07-23	2017-07-27	Casablanca
596	Administrative & Executive Secretarial Skills	2017-07-23	2017-07-27	Cairo
597	Advanced Documents & Records Management Compliance	2017-07-23	2017-07-27	Kuala Lumpur
615	E -Library Management Techniques	2017-07-23	2017-07-27	Cairo
614	The Support Staff and Administrative Assistant	2017-07-23	2017-07-27	Kuala Lumpur
613	The Office Professional and Records Management Masterclass	2017-07-23	2017-08-03	Amsterdam
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-07-23	2017-07-27	Abu Dhabi
610	Efficient Administration Skills	2017-07-23	2017-07-27	Amman
609	Time Management and Personal Effectiveness	2017-07-23	2017-07-27	Jakarta
601	Effective Office Management	2017-07-23	2017-07-27	Munich
619	The Senior Administrator Program	2017-07-23	2017-08-03	Stockholm
618	Critical Competencies for Administrators & Secretaries	2017-07-23	2017-07-27	Jakarta
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-07-30	2017-08-03	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-07-30	2017-08-03	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-07-30	2017-08-03	Madrid
145	The Professional Certified Office Manager Programme	2017-07-30	2017-08-03	Abu Dhabi
305	Office Management & Effective Administration Skills	2017-07-30	2017-08-03	Sharm El Sheikh
358	Executive Office Administration and Secretarial Skills	2017-07-30	2017-08-03	Paris

499	Administration and Office Management: Best Practices and Technologies	2017-07-30	2017-08-03	Sharm El Sheikh
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-07-30	2017-08-03	Amman
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-07-30	2017-08-03	Jakarta
528	Effective Report Writing Skills	2017-07-30	2017-08-03	Sharm El Sheikh
529	Executive Secretariat and Office Management for Top Management	2017-07-30	2017-08-03	Amsterdam
533	Secretariat - Future Office Management	2017-07-30	2017-08-03	London
540	Key Managerial Skills for New Managers and Supervisors	2017-07-30	2017-08-03	Sharm El Sheikh
541	Strategies for the security of documents and electronic information	2017-07-30	2017-08-10	Sharm El Sheikh
551	Archiving & Filing	2017-07-30	2017-08-03	Munich
552	Control and electronic archiving for Office Managers	2017-07-30	2017-08-03	Istanbul
594	Professional Secretarial & Administration Skills	2017-07-30	2017-08-03	Casablanca
595	Communication Skills	2017-07-30	2017-08-03	Paris
596	Administrative & Executive Secretarial Skills	2017-07-30	2017-08-03	Kuala Lumpur
597	Advanced Documents & Records Management Compliance	2017-07-30	2017-08-03	London
615	E -Library Management Techniques	2017-07-30	2017-08-03	Kuala Lumpur
614	The Support Staff and Administrative Assistant	2017-07-30	2017-08-03	London
613	The Office Professional and Records Management Masterclass	2017-07-30	2017-08-10	Casablanca
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-07-30	2017-08-03	Amman
610	Efficient Administration Skills	2017-07-30	2017-08-03	Jakarta
609	Time Management and Personal Effectiveness	2017-07-30	2017-08-03	Sharm El Sheikh
601	Effective Office Management	2017-07-30	2017-08-03	Istanbul
619	The Senior Administrator Program	2017-07-30	2017-08-10	Boston
618	Critical Competencies for Administrators & Secretaries	2017-07-30	2017-08-03	Sharm El Sheikh
	Secretariat - Future Office			

533	Management	2017-08-06	2017-08-10	Dubai
528	Effective Report Writing Skills	2017-08-06	2017-08-10	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-08-06	2017-08-10	Dubai
358	Executive Office Administration and Secretarial Skills	2017-08-06	2017-08-10	Dubai
145	The Professional Certified Office Manager Programme	2017-08-06	2017-08-10	Dubai
541	Strategies for the security of documents and electronic information	2017-08-06	2017-08-17	Dubai
551	Archiving & Filing	2017-08-06	2017-08-10	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-08-06	2017-08-10	Abu Dhabi
145	The Professional Certified Office Manager Programme	2017-08-06	2017-08-10	Amman
305	Office Management & Effective Administration Skills	2017-08-06	2017-08-10	Amsterdam
358	Executive Office Administration and Secretarial Skills	2017-08-06	2017-08-10	Geneva
499	Administration and Office Management: Best Practices and Technologies	2017-08-06	2017-08-10	Amsterdam
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-08-06	2017-08-10	Jakarta
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-08-06	2017-08-10	Sharm El Sheikh
528	Effective Report Writing Skills	2017-08-06	2017-08-10	Amsterdam
529	Executive Secretariat and Office Management for Top Management	2017-08-06	2017-08-10	Casablanca
533	Secretariat - Future Office Management	2017-08-06	2017-08-10	Madrid
540	Key Managerial Skills for New Managers and Supervisors	2017-08-06	2017-08-10	Amsterdam
541	Strategies for the security of documents and electronic information	2017-08-06	2017-08-17	Amsterdam
551	Archiving & Filing	2017-08-06	2017-08-10	Istanbul
552	Control and electronic archiving for Office Managers	2017-08-06	2017-08-10	Toronto
594	Professional Secretarial & Administration Skills	2017-08-06	2017-08-10	Paris
595	Communication Skills	2017-08-06	2017-08-10	Geneva
596	Administrative & Executive	2017-08-06	2017-08-10	London

	Secretarial Skills			
597	Advanced Documents & Records Management Compliance	2017-08-06	2017-08-10	Madrid
615	E -Library Management Techniques	2017-08-06	2017-08-10	London
614	The Support Staff and Administrative Assistant	2017-08-06	2017-08-10	Madrid
613	The Office Professional and Records Management Masterclass	2017-08-06	2017-08-17	Paris
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-08-06	2017-08-10	Jakarta
610	Efficient Administration Skills	2017-08-06	2017-08-10	Sharm El Sheikh
609	Time Management and Personal Effectiveness	2017-08-06	2017-08-10	Amsterdam
601	Effective Office Management	2017-08-06	2017-08-10	Toronto
619	The Senior Administrator Program	2017-08-06	2017-08-17	Roma
618	Critical Competencies for Administrators & Secretaries	2017-08-06	2017-08-10	Amsterdam
596	Administrative & Executive Secretarial Skills	2017-08-13	2017-08-17	Dubai
595	Communication Skills	2017-08-13	2017-08-17	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-08-13	2017-08-17	Dubai
305	Office Management & Effective Administration Skills	2017-08-13	2017-08-17	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-08-13	2017-08-17	Amman
145	The Professional Certified Office Manager Programme	2017-08-13	2017-08-17	Jakarta
305	Office Management & Effective Administration Skills	2017-08-13	2017-08-17	Casablanca
358	Executive Office Administration and Secretarial Skills	2017-08-13	2017-08-17	Vienna
499	Administration and Office Management: Best Practices and Technologies	2017-08-13	2017-08-17	Casablanca
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-08-13	2017-08-17	Sharm El Sheikh
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-08-13	2017-08-17	Amsterdam
528	Effective Report Writing Skills	2017-08-13	2017-08-17	Casablanca
529	Executive Secretariat and Office Management for Top Management	2017-08-13	2017-08-17	Paris
	Secretariat - Future Office			

533	Management	2017-08-13	2017-08-17	Abu Dhabi
540	Key Managerial Skills for New Managers and Supervisors	2017-08-13	2017-08-17	Casablanca
541	Strategies for the security of documents and electronic information	2017-08-13	2017-08-24	Casablanca
551	Archiving & Filing	2017-08-13	2017-08-17	Toronto
552	Control and electronic archiving for Office Managers	2017-08-13	2017-08-17	Doha
594	Professional Secretarial & Administration Skills	2017-08-13	2017-08-17	Geneva
595	Communication Skills	2017-08-13	2017-08-17	Vienna
596	Administrative & Executive Secretarial Skills	2017-08-13	2017-08-17	Madrid
597	Advanced Documents & Records Management Compliance	2017-08-13	2017-08-17	Abu Dhabi
615	E -Library Management Techniques	2017-08-13	2017-08-17	Madrid
614	The Support Staff and Administrative Assistant	2017-08-13	2017-08-17	Abu Dhabi
613	The Office Professional and Records Management Masterclass	2017-08-13	2017-08-24	Geneva
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-08-13	2017-08-17	Sharm El Sheikh
610	Efficient Administration Skills	2017-08-13	2017-08-17	Amsterdam
609	Time Management and Personal Effectiveness	2017-08-13	2017-08-17	Casablanca
601	Effective Office Management	2017-08-13	2017-08-17	Doha
619	The Senior Administrator Program	2017-08-13	2017-08-24	Prague
618	Critical Competencies for Administrators & Secretaries	2017-08-13	2017-08-17	Casablanca
597	Advanced Documents & Records Management Compliance	2017-08-20	2017-08-24	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-08-20	2017-08-24	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-08-20	2017-08-24	Jakarta
145	The Professional Certified Office Manager Programme	2017-08-20	2017-08-24	Sharm El Sheikh
305	Office Management & Effective Administration Skills	2017-08-20	2017-08-24	Paris
358	Executive Office Administration and Secretarial Skills	2017-08-20	2017-08-24	Munich
499	Administration and Office Management: Best Practices and Technologies	2017-08-20	2017-08-24	Paris

526	Advanced Office Management & Secretarial Effective Administration Skills	2017-08-20	2017-08-24	Amsterdam
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-08-20	2017-08-24	Casablanca
528	Effective Report Writing Skills	2017-08-20	2017-08-24	Paris
529	Executive Secretariat and Office Management for Top Management	2017-08-20	2017-08-24	Geneva
533	Secretariat - Future Office Management	2017-08-20	2017-08-24	Amman
540	Key Managerial Skills for New Managers and Supervisors	2017-08-20	2017-08-24	Paris
541	Strategies for the security of documents and electronic information	2017-08-20	2017-08-31	Paris
551	Archiving & Filing	2017-08-20	2017-08-24	Doha
552	Control and electronic archiving for Office Managers	2017-08-20	2017-08-24	Stockholm
594	Professional Secretarial & Administration Skills	2017-08-20	2017-08-24	Vienna
595	Communication Skills	2017-08-20	2017-08-24	Munich
596	Administrative & Executive Secretarial Skills	2017-08-20	2017-08-24	Abu Dhabi
597	Advanced Documents & Records Management Compliance	2017-08-20	2017-08-24	Amman
615	E -Library Management Techniques	2017-08-20	2017-08-24	Abu Dhabi
614	The Support Staff and Administrative Assistant	2017-08-20	2017-08-24	Amman
613	The Office Professional and Records Management Masterclass	2017-08-20	2017-08-31	Vienna
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-08-20	2017-08-24	Amsterdam
610	Efficient Administration Skills	2017-08-20	2017-08-24	Casablanca
609	Time Management and Personal Effectiveness	2017-08-20	2017-08-24	Paris
601	Effective Office Management	2017-08-20	2017-08-24	Stockholm
619	The Senior Administrator Program	2017-08-20	2017-08-31	Dublin
618	Critical Competencies for Administrators & Secretaries	2017-08-20	2017-08-24	Paris
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-08-27	2017-08-31	Dubai
552	Control and electronic archiving for Office Managers	2017-08-27	2017-08-31	Dubai
	Professional Secretarial &			

594	Administration Skills	2017-08-27	2017-08-31	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-08-27	2017-08-31	Sharm El Sheikh
145	The Professional Certified Office Manager Programme	2017-08-27	2017-08-31	Amsterdam
305	Office Management & Effective Administration Skills	2017-08-27	2017-08-31	Geneva
358	Executive Office Administration and Secretarial Skills	2017-08-27	2017-08-31	Istanbul
499	Administration and Office Management: Best Practices and Technologies	2017-08-27	2017-08-31	Geneva
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-08-27	2017-08-31	Casablanca
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-08-27	2017-08-31	Paris
528	Effective Report Writing Skills	2017-08-27	2017-08-31	Geneva
529	Executive Secretariat and Office Management for Top Management	2017-08-27	2017-08-31	Vienna
533	Secretariat - Future Office Management	2017-08-27	2017-08-31	Jakarta
540	Key Managerial Skills for New Managers and Supervisors	2017-08-27	2017-08-31	Geneva
541	Strategies for the security of documents and electronic information	2017-08-27	2017-09-07	Geneva
551	Archiving & Filing	2017-08-27	2017-08-31	Stockholm
552	Control and electronic archiving for Office Managers	2017-08-27	2017-08-31	Boston
594	Professional Secretarial & Administration Skills	2017-08-27	2017-08-31	Munich
595	Communication Skills	2017-08-27	2017-08-31	Istanbul
596	Administrative & Executive Secretarial Skills	2017-08-27	2017-08-31	Amman
597	Advanced Documents & Records Management Compliance	2017-08-27	2017-08-31	Jakarta
615	E -Library Management Techniques	2017-08-27	2017-08-31	Amman
614	The Support Staff and Administrative Assistant	2017-08-27	2017-08-31	Jakarta
613	The Office Professional and Records Management Masterclass	2017-08-27	2017-09-07	Munich
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-08-27	2017-08-31	Casablanca
610	Efficient Administration Skills	2017-08-27	2017-08-31	Paris

609	Time Management and Personal Effectiveness	2017-08-27	2017-08-31	Geneva
601	Effective Office Management	2017-08-27	2017-08-31	Boston
619	The Senior Administrator Program	2017-08-27	2017-09-07	Athens
618	Critical Competencies for Administrators & Secretaries	2017-08-27	2017-08-31	Geneva
551	Archiving & Filing	2017-09-03	2017-09-07	Dubai
541	Strategies for the security of documents and electronic information	2017-09-03	2017-09-14	Dubai
533	Secretariat - Future Office Management	2017-09-03	2017-09-07	Dubai
528	Effective Report Writing Skills	2017-09-03	2017-09-07	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-09-03	2017-09-07	Dubai
358	Executive Office Administration and Secretarial Skills	2017-09-03	2017-09-07	Dubai
145	The Professional Certified Office Manager Programme	2017-09-03	2017-09-07	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-09-03	2017-09-07	Amsterdam
145	The Professional Certified Office Manager Programme	2017-09-03	2017-09-07	Casablanca
305	Office Management & Effective Administration Skills	2017-09-03	2017-09-07	Vienna
358	Executive Office Administration and Secretarial Skills	2017-09-03	2017-09-07	Toronto
499	Administration and Office Management: Best Practices and Technologies	2017-09-03	2017-09-07	Vienna
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-09-03	2017-09-07	Paris
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-09-03	2017-09-07	Geneva
528	Effective Report Writing Skills	2017-09-03	2017-09-07	Vienna
529	Executive Secretariat and Office Management for Top Management	2017-09-03	2017-09-07	Munich
533	Secretariat - Future Office Management	2017-09-03	2017-09-07	Sharm El Sheikh
540	Key Managerial Skills for New Managers and Supervisors	2017-09-03	2017-09-07	Vienna
541	Strategies for the security of documents and electronic information	2017-09-03	2017-09-14	Vienna
551	Archiving & Filing	2017-09-03	2017-09-07	Boston

552	Control and electronic archiving for Office Managers	2017-09-03	2017-09-07	Roma
594	Professional Secretarial & Administration Skills	2017-09-03	2017-09-07	Istanbul
595	Communication Skills	2017-09-03	2017-09-07	Toronto
596	Administrative & Executive Secretarial Skills	2017-09-03	2017-09-07	Jakarta
597	Advanced Documents & Records Management Compliance	2017-09-03	2017-09-07	Sharm El Sheikh
615	E -Library Management Techniques	2017-09-03	2017-09-07	Jakarta
614	The Support Staff and Administrative Assistant	2017-09-03	2017-09-07	Sharm El Sheikh
613	The Office Professional and Records Management Masterclass	2017-09-03	2017-09-14	Istanbul
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-09-03	2017-09-07	Paris
610	Efficient Administration Skills	2017-09-03	2017-09-07	Geneva
609	Time Management and Personal Effectiveness	2017-09-03	2017-09-07	Vienna
601	Effective Office Management	2017-09-03	2017-09-07	Roma
619	The Senior Administrator Program	2017-09-03	2017-09-14	Washington
618	Critical Competencies for Administrators & Secretaries	2017-09-03	2017-09-07	Vienna
596	Administrative & Executive Secretarial Skills	2017-09-10	2017-09-14	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-09-10	2017-09-14	Dubai
305	Office Management & Effective Administration Skills	2017-09-10	2017-09-14	Dubai
595	Communication Skills	2017-09-10	2017-09-14	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-09-10	2017-09-14	Casablanca
145	The Professional Certified Office Manager Programme	2017-09-10	2017-09-14	Paris
305	Office Management & Effective Administration Skills	2017-09-10	2017-09-14	Munich
358	Executive Office Administration and Secretarial Skills	2017-09-10	2017-09-14	Doha
499	Administration and Office Management: Best Practices and Technologies	2017-09-10	2017-09-14	Munich
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-09-10	2017-09-14	Geneva
	Documents and Records			

527	Management Compliance: (ISO: 15489 Standard)	2017-09-10	2017-09-14	Vienna
528	Effective Report Writing Skills	2017-09-10	2017-09-14	Munich
529	Executive Secretariat and Office Management for Top Management	2017-09-10	2017-09-14	Istanbul
533	Secretariat - Future Office Management	2017-09-10	2017-09-14	Amsterdam
540	Key Managerial Skills for New Managers and Supervisors	2017-09-10	2017-09-14	Munich
541	Strategies for the security of documents and electronic information	2017-09-10	2017-09-21	Munich
551	Archiving & Filing	2017-09-10	2017-09-14	Roma
552	Control and electronic archiving for Office Managers	2017-09-10	2017-09-14	Prague
594	Professional Secretarial & Administration Skills	2017-09-10	2017-09-14	Toronto
595	Communication Skills	2017-09-10	2017-09-14	Doha
596	Administrative & Executive Secretarial Skills	2017-09-10	2017-09-14	Sharm El Sheikh
597	Advanced Documents & Records Management Compliance	2017-09-10	2017-09-14	Amsterdam
615	E -Library Management Techniques	2017-09-10	2017-09-14	Sharm El Sheikh
614	The Support Staff and Administrative Assistant	2017-09-10	2017-09-14	Amsterdam
613	The Office Professional and Records Management Masterclass	2017-09-10	2017-09-21	Toronto
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-09-10	2017-09-14	Geneva
610	Efficient Administration Skills	2017-09-10	2017-09-14	Vienna
609	Time Management and Personal Effectiveness	2017-09-10	2017-09-14	Munich
601	Effective Office Management	2017-09-10	2017-09-14	Prague
619	The Senior Administrator Program	2017-09-10	2017-09-21	Cairo
618	Critical Competencies for Administrators & Secretaries	2017-09-10	2017-09-14	Munich
597	Advanced Documents & Records Management Compliance	2017-09-17	2017-09-21	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-09-17	2017-09-21	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-09-17	2017-09-21	Paris
145	The Professional Certified Office Manager Programme	2017-09-17	2017-09-21	Geneva

305	Office Management & Effective Administration Skills	2017-09-17	2017-09-21	Istanbul
358	Executive Office Administration and Secretarial Skills	2017-09-17	2017-09-21	Stockholm
499	Administration and Office Management: Best Practices and Technologies	2017-09-17	2017-09-21	Istanbul
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-09-17	2017-09-21	Vienna
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-09-17	2017-09-21	Munich
528	Effective Report Writing Skills	2017-09-17	2017-09-21	Istanbul
529	Executive Secretariat and Office Management for Top Management	2017-09-17	2017-09-21	Toronto
533	Secretariat - Future Office Management	2017-09-17	2017-09-21	Casablanca
540	Key Managerial Skills for New Managers and Supervisors	2017-09-17	2017-09-21	Istanbul
541	Strategies for the security of documents and electronic information	2017-09-17	2017-09-28	Istanbul
551	Archiving & Filing	2017-09-17	2017-09-21	Prague
552	Control and electronic archiving for Office Managers	2017-09-17	2017-09-21	Dublin
594	Professional Secretarial & Administration Skills	2017-09-17	2017-09-21	Doha
595	Communication Skills	2017-09-17	2017-09-21	Stockholm
596	Administrative & Executive Secretarial Skills	2017-09-17	2017-09-21	Amsterdam
597	Advanced Documents & Records Management Compliance	2017-09-17	2017-09-21	Casablanca
615	E -Library Management Techniques	2017-09-17	2017-09-21	Amsterdam
614	The Support Staff and Administrative Assistant	2017-09-17	2017-09-21	Casablanca
613	The Office Professional and Records Management Masterclass	2017-09-17	2017-09-28	Doha
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-09-17	2017-09-21	Vienna
610	Efficient Administration Skills	2017-09-17	2017-09-21	Munich
609	Time Management and Personal Effectiveness	2017-09-17	2017-09-21	Istanbul
601	Effective Office Management	2017-09-17	2017-09-21	Dublin
619	The Senior Administrator Program	2017-09-17	2017-09-28	Kuala Lumpur

618	Critical Competencies for Administrators & Secretaries	2017-09-17	2017-09-21	Istanbul
552	Control and electronic archiving for Office Managers	2017-09-24	2017-09-28	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-09-24	2017-09-28	Dubai
594	Professional Secretarial & Administration Skills	2017-09-24	2017-09-28	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-09-24	2017-09-28	Geneva
145	The Professional Certified Office Manager Programme	2017-09-24	2017-09-28	Vienna
305	Office Management & Effective Administration Skills	2017-09-24	2017-09-28	Toronto
358	Executive Office Administration and Secretarial Skills	2017-09-24	2017-09-28	Boston
499	Administration and Office Management: Best Practices and Technologies	2017-09-24	2017-09-28	Toronto
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-09-24	2017-09-28	Munich
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-09-24	2017-09-28	Istanbul
528	Effective Report Writing Skills	2017-09-24	2017-09-28	Toronto
529	Executive Secretariat and Office Management for Top Management	2017-09-24	2017-09-28	Doha
533	Secretariat - Future Office Management	2017-09-24	2017-09-28	Paris
540	Key Managerial Skills for New Managers and Supervisors	2017-09-24	2017-09-28	Toronto
541	Strategies for the security of documents and electronic information	2017-09-24	2017-10-05	Toronto
551	Archiving & Filing	2017-09-24	2017-09-28	Dublin
552	Control and electronic archiving for Office Managers	2017-09-24	2017-09-28	Athens
594	Professional Secretarial & Administration Skills	2017-09-24	2017-09-28	Stockholm
595	Communication Skills	2017-09-24	2017-09-28	Boston
596	Administrative & Executive Secretarial Skills	2017-09-24	2017-09-28	Casablanca
597	Advanced Documents & Records Management Compliance	2017-09-24	2017-09-28	Paris
615	E -Library Management Techniques	2017-09-24	2017-09-28	Casablanca
	The Support Staff and Administrative			

614	Assistant	2017-09-24	2017-09-28	Paris
613	The Office Professional and Records Management Masterclass	2017-09-24	2017-10-05	Stockholm
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-09-24	2017-09-28	Munich
610	Efficient Administration Skills	2017-09-24	2017-09-28	Istanbul
609	Time Management and Personal Effectiveness	2017-09-24	2017-09-28	Toronto
601	Effective Office Management	2017-09-24	2017-09-28	Athens
619	The Senior Administrator Program	2017-09-24	2017-10-05	London
618	Critical Competencies for Administrators & Secretaries	2017-09-24	2017-09-28	Toronto
551	Archiving & Filing	2017-10-01	2017-10-05	Dubai
541	Strategies for the security of documents and electronic information	2017-10-01	2017-10-12	Dubai
533	Secretariat - Future Office Management	2017-10-01	2017-10-05	Dubai
528	Effective Report Writing Skills	2017-10-01	2017-10-05	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-10-01	2017-10-05	Dubai
358	Executive Office Administration and Secretarial Skills	2017-10-01	2017-10-05	Dubai
145	The Professional Certified Office Manager Programme	2017-10-01	2017-10-05	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-10-01	2017-10-05	Vienna
145	The Professional Certified Office Manager Programme	2017-10-01	2017-10-05	Munich
305	Office Management & Effective Administration Skills	2017-10-01	2017-10-05	Doha
358	Executive Office Administration and Secretarial Skills	2017-10-01	2017-10-05	Roma
499	Administration and Office Management: Best Practices and Technologies	2017-10-01	2017-10-05	Doha
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-10-01	2017-10-05	Istanbul
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-10-01	2017-10-05	Toronto
528	Effective Report Writing Skills	2017-10-01	2017-10-05	Doha
529	Executive Secretariat and Office Management for Top Management	2017-10-01	2017-10-05	Stockholm

533	Secretariat - Future Office Management	2017-10-01	2017-10-05	Geneva
540	Key Managerial Skills for New Managers and Supervisors	2017-10-01	2017-10-05	Doha
541	Strategies for the security of documents and electronic information	2017-10-01	2017-10-12	Doha
551	Archiving & Filing	2017-10-01	2017-10-05	Athens
552	Control and electronic archiving for Office Managers	2017-10-01	2017-10-05	Washington
594	Professional Secretarial & Administration Skills	2017-10-01	2017-10-05	Boston
595	Communication Skills	2017-10-01	2017-10-05	Roma
596	Administrative & Executive Secretarial Skills	2017-10-01	2017-10-05	Paris
597	Advanced Documents & Records Management Compliance	2017-10-01	2017-10-05	Geneva
615	E -Library Management Techniques	2017-10-01	2017-10-05	Paris
614	The Support Staff and Administrative Assistant	2017-10-01	2017-10-05	Geneva
613	The Office Professional and Records Management Masterclass	2017-10-01	2017-10-12	Boston
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-10-01	2017-10-05	Istanbul
610	Efficient Administration Skills	2017-10-01	2017-10-05	Toronto
609	Time Management and Personal Effectiveness	2017-10-01	2017-10-05	Doha
601	Effective Office Management	2017-10-01	2017-10-05	Washington
619	The Senior Administrator Program	2017-10-01	2017-10-12	Madrid
618	Critical Competencies for Administrators & Secretaries	2017-10-01	2017-10-05	Doha
596	Administrative & Executive Secretarial Skills	2017-10-08	2017-10-12	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-10-08	2017-10-12	Dubai
305	Office Management & Effective Administration Skills	2017-10-08	2017-10-12	Dubai
595	Communication Skills	2017-10-08	2017-10-12	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-10-08	2017-10-12	Munich
145	The Professional Certified Office Manager Programme	2017-10-08	2017-10-12	Istanbul
305	Office Management & Effective Administration Skills	2017-10-08	2017-10-12	Stockholm
358	Executive Office Administration and	2017-10-08	2017-10-12	Prague

	Secretarial Skills			
499	Administration and Office Management: Best Practices and Technologies	2017-10-08	2017-10-12	Stockholm
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-10-08	2017-10-12	Toronto
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-10-08	2017-10-12	Doha
528	Effective Report Writing Skills	2017-10-08	2017-10-12	Stockholm
529	Executive Secretariat and Office Management for Top Management	2017-10-08	2017-10-12	Boston
533	Secretariat - Future Office Management	2017-10-08	2017-10-12	Vienna
540	Key Managerial Skills for New Managers and Supervisors	2017-10-08	2017-10-12	Stockholm
541	Strategies for the security of documents and electronic information	2017-10-08	2017-10-19	Stockholm
551	Archiving & Filing	2017-10-08	2017-10-12	Washington
552	Control and electronic archiving for Office Managers	2017-10-08	2017-10-12	Cairo
594	Professional Secretarial & Administration Skills	2017-10-08	2017-10-12	Roma
595	Communication Skills	2017-10-08	2017-10-12	Prague
596	Administrative & Executive Secretarial Skills	2017-10-08	2017-10-12	Geneva
597	Advanced Documents & Records Management Compliance	2017-10-08	2017-10-12	Vienna
615	E -Library Management Techniques	2017-10-08	2017-10-12	Geneva
614	The Support Staff and Administrative Assistant	2017-10-08	2017-10-12	Vienna
613	The Office Professional and Records Management Masterclass	2017-10-08	2017-10-19	Roma
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-10-08	2017-10-12	Toronto
610	Efficient Administration Skills	2017-10-08	2017-10-12	Doha
609	Time Management and Personal Effectiveness	2017-10-08	2017-10-12	Stockholm
601	Effective Office Management	2017-10-08	2017-10-12	Cairo
619	The Senior Administrator Program	2017-10-08	2017-10-19	Abu Dhabi
618	Critical Competencies for Administrators & Secretaries	2017-10-08	2017-10-12	Stockholm
597	Advanced Documents & Records Management Compliance	2017-10-15	2017-10-19	Dubai

540	Key Managerial Skills for New Managers and Supervisors	2017-10-15	2017-10-19	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-10-15	2017-10-19	Istanbul
145	The Professional Certified Office Manager Programme	2017-10-15	2017-10-19	Toronto
305	Office Management & Effective Administration Skills	2017-10-15	2017-10-19	Boston
358	Executive Office Administration and Secretarial Skills	2017-10-15	2017-10-19	Dublin
499	Administration and Office Management: Best Practices and Technologies	2017-10-15	2017-10-19	Boston
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-10-15	2017-10-19	Doha
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-10-15	2017-10-19	Stockholm
528	Effective Report Writing Skills	2017-10-15	2017-10-19	Boston
529	Executive Secretariat and Office Management for Top Management	2017-10-15	2017-10-19	Roma
533	Secretariat - Future Office Management	2017-10-15	2017-10-19	Munich
540	Key Managerial Skills for New Managers and Supervisors	2017-10-15	2017-10-19	Boston
541	Strategies for the security of documents and electronic information	2017-10-15	2017-10-26	Boston
551	Archiving & Filing	2017-10-15	2017-10-19	Cairo
552	Control and electronic archiving for Office Managers	2017-10-15	2017-10-19	Kuala Lumpur
594	Professional Secretarial & Administration Skills	2017-10-15	2017-10-19	Prague
595	Communication Skills	2017-10-15	2017-10-19	Dublin
596	Administrative & Executive Secretarial Skills	2017-10-15	2017-10-19	Vienna
597	Advanced Documents & Records Management Compliance	2017-10-15	2017-10-19	Munich
615	E -Library Management Techniques	2017-10-15	2017-10-19	Vienna
614	The Support Staff and Administrative Assistant	2017-10-15	2017-10-19	Munich
613	The Office Professional and Records Management Masterclass	2017-10-15	2017-10-26	Prague
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-10-15	2017-10-19	Doha

610	Efficient Administration Skills	2017-10-15	2017-10-19	Stockholm
609	Time Management and Personal Effectiveness	2017-10-15	2017-10-19	Boston
601	Effective Office Management	2017-10-15	2017-10-19	Kuala Lumpur
619	The Senior Administrator Program	2017-10-15	2017-10-26	Amman
618	Critical Competencies for Administrators & Secretaries	2017-10-15	2017-10-19	Boston
552	Control and electronic archiving for Office Managers	2017-10-22	2017-10-26	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-10-22	2017-10-26	Dubai
594	Professional Secretarial & Administration Skills	2017-10-22	2017-10-26	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-10-22	2017-10-26	Toronto
145	The Professional Certified Office Manager Programme	2017-10-22	2017-10-26	Doha
305	Office Management & Effective Administration Skills	2017-10-22	2017-10-26	Roma
358	Executive Office Administration and Secretarial Skills	2017-10-22	2017-10-26	Athens
499	Administration and Office Management: Best Practices and Technologies	2017-10-22	2017-10-26	Roma
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-10-22	2017-10-26	Stockholm
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-10-22	2017-10-26	Boston
528	Effective Report Writing Skills	2017-10-22	2017-10-26	Roma
529	Executive Secretariat and Office Management for Top Management	2017-10-22	2017-10-26	Prague
533	Secretariat - Future Office Management	2017-10-22	2017-10-26	Istanbul
540	Key Managerial Skills for New Managers and Supervisors	2017-10-22	2017-10-26	Roma
541	Strategies for the security of documents and electronic information	2017-10-22	2017-11-02	Roma
551	Archiving & Filing	2017-10-22	2017-10-26	Kuala Lumpur
552	Control and electronic archiving for Office Managers	2017-10-22	2017-10-26	London
594	Professional Secretarial & Administration Skills	2017-10-22	2017-10-26	Dublin

595	Communication Skills	2017-10-22	2017-10-26	Athens
596	Administrative & Executive Secretarial Skills	2017-10-22	2017-10-26	Munich
597	Advanced Documents & Records Management Compliance	2017-10-22	2017-10-26	Istanbul
615	E -Library Management Techniques	2017-10-22	2017-10-26	Munich
614	The Support Staff and Administrative Assistant	2017-10-22	2017-10-26	Istanbul
613	The Office Professional and Records Management Masterclass	2017-10-22	2017-11-02	Dublin
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-10-22	2017-10-26	Stockholm
610	Efficient Administration Skills	2017-10-22	2017-10-26	Boston
609	Time Management and Personal Effectiveness	2017-10-22	2017-10-26	Roma
601	Effective Office Management	2017-10-22	2017-10-26	London
619	The Senior Administrator Program	2017-10-22	2017-11-02	Jakarta
618	Critical Competencies for Administrators & Secretaries	2017-10-22	2017-10-26	Roma
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-10-29	2017-11-02	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-10-29	2017-11-02	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-10-29	2017-11-02	Doha
145	The Professional Certified Office Manager Programme	2017-10-29	2017-11-02	Stockholm
305	Office Management & Effective Administration Skills	2017-10-29	2017-11-02	Prague
358	Executive Office Administration and Secretarial Skills	2017-10-29	2017-11-02	Washington
499	Administration and Office Management: Best Practices and Technologies	2017-10-29	2017-11-02	Prague
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-10-29	2017-11-02	Boston
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-10-29	2017-11-02	Roma
528	Effective Report Writing Skills	2017-10-29	2017-11-02	Prague
529	Executive Secretariat and Office Management for Top Management	2017-10-29	2017-11-02	Dublin
533	Secretariat - Future Office Management	2017-10-29	2017-11-02	Toronto

540	Key Managerial Skills for New Managers and Supervisors	2017-10-29	2017-11-02	Prague
541	Strategies for the security of documents and electronic information	2017-10-29	2017-11-09	Prague
551	Archiving & Filing	2017-10-29	2017-11-02	London
552	Control and electronic archiving for Office Managers	2017-10-29	2017-11-02	Madrid
594	Professional Secretarial & Administration Skills	2017-10-29	2017-11-02	Athens
595	Communication Skills	2017-10-29	2017-11-02	Washington
596	Administrative & Executive Secretarial Skills	2017-10-29	2017-11-02	Istanbul
597	Advanced Documents & Records Management Compliance	2017-10-29	2017-11-02	Toronto
615	E -Library Management Techniques	2017-10-29	2017-11-02	Istanbul
614	The Support Staff and Administrative Assistant	2017-10-29	2017-11-02	Toronto
613	The Office Professional and Records Management Masterclass	2017-10-29	2017-11-09	Athens
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-10-29	2017-11-02	Boston
610	Efficient Administration Skills	2017-10-29	2017-11-02	Roma
609	Time Management and Personal Effectiveness	2017-10-29	2017-11-02	Prague
601	Effective Office Management	2017-10-29	2017-11-02	Madrid
619	The Senior Administrator Program	2017-10-29	2017-11-09	Sharm El Sheikh
618	Critical Competencies for Administrators & Secretaries	2017-10-29	2017-11-02	Prague
551	Archiving & Filing	2017-11-05	2017-11-09	Dubai
541	Strategies for the security of documents and electronic information	2017-11-05	2017-11-16	Dubai
533	Secretariat - Future Office Management	2017-11-05	2017-11-09	Dubai
528	Effective Report Writing Skills	2017-11-05	2017-11-09	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-11-05	2017-11-09	Dubai
358	Executive Office Administration and Secretarial Skills	2017-11-05	2017-11-09	Dubai
145	The Professional Certified Office Manager Programme	2017-11-05	2017-11-09	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-11-05	2017-11-09	Stockholm

145	The Professional Certified Office Manager Programme	2017-11-05	2017-11-09	Boston
305	Office Management & Effective Administration Skills	2017-11-05	2017-11-09	Dublin
358	Executive Office Administration and Secretarial Skills	2017-11-05	2017-11-09	Auckland
499	Administration and Office Management: Best Practices and Technologies	2017-11-05	2017-11-09	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-11-05	2017-11-09	Roma
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-11-05	2017-11-09	Prague
528	Effective Report Writing Skills	2017-11-05	2017-11-09	Dublin
529	Executive Secretariat and Office Management for Top Management	2017-11-05	2017-11-09	Athens
533	Secretariat - Future Office Management	2017-11-05	2017-11-09	Doha
540	Key Managerial Skills for New Managers and Supervisors	2017-11-05	2017-11-09	Dublin
541	Strategies for the security of documents and electronic information	2017-11-05	2017-11-16	Dublin
551	Archiving & Filing	2017-11-05	2017-11-09	Madrid
552	Control and electronic archiving for Office Managers	2017-11-05	2017-11-09	Abu Dhabi
594	Professional Secretarial & Administration Skills	2017-11-05	2017-11-09	Washington
595	Communication Skills	2017-11-05	2017-11-09	Auckland
596	Administrative & Executive Secretarial Skills	2017-11-05	2017-11-09	Toronto
597	Advanced Documents & Records Management Compliance	2017-11-05	2017-11-09	Doha
615	E -Library Management Techniques	2017-11-05	2017-11-09	Toronto
614	The Support Staff and Administrative Assistant	2017-11-05	2017-11-09	Doha
613	The Office Professional and Records Management Masterclass	2017-11-05	2017-11-16	Washington
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-11-05	2017-11-09	Roma
610	Efficient Administration Skills	2017-11-05	2017-11-09	Prague
609	Time Management and Personal Effectiveness	2017-11-05	2017-11-09	Dublin
601	Effective Office Management	2017-11-05	2017-11-09	Abu Dhabi

619	The Senior Administrator Program	2017-11-05	2017-11-16	Amsterdam
618	Critical Competencies for Administrators & Secretaries	2017-11-05	2017-11-09	Dublin
596	Administrative & Executive Secretarial Skills	2017-11-12	2017-11-16	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-11-12	2017-11-16	Dubai
305	Office Management & Effective Administration Skills	2017-11-12	2017-11-16	Dubai
595	Communication Skills	2017-11-12	2017-11-16	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-11-12	2017-11-16	Boston
145	The Professional Certified Office Manager Programme	2017-11-12	2017-11-16	Roma
305	Office Management & Effective Administration Skills	2017-11-12	2017-11-16	Athens
358	Executive Office Administration and Secretarial Skills	2017-11-12	2017-11-16	Copenhagen
499	Administration and Office Management: Best Practices and Technologies	2017-11-12	2017-11-16	Athens
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-11-12	2017-11-16	Prague
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-11-12	2017-11-16	Dublin
528	Effective Report Writing Skills	2017-11-12	2017-11-16	Athens
529	Executive Secretariat and Office Management for Top Management	2017-11-12	2017-11-16	Washington
533	Secretariat - Future Office Management	2017-11-12	2017-11-16	Stockholm
540	Key Managerial Skills for New Managers and Supervisors	2017-11-12	2017-11-16	Athens
541	Strategies for the security of documents and electronic information	2017-11-12	2017-11-23	Athens
551	Archiving & Filing	2017-11-12	2017-11-16	Abu Dhabi
552	Control and electronic archiving for Office Managers	2017-11-12	2017-11-16	Amman
594	Professional Secretarial & Administration Skills	2017-11-12	2017-11-16	Auckland
595	Communication Skills	2017-11-12	2017-11-16	Copenhagen
596	Administrative & Executive Secretarial Skills	2017-11-12	2017-11-16	Doha
597	Advanced Documents & Records Management Compliance	2017-11-12	2017-11-16	Stockholm

615	E -Library Management Techniques	2017-11-12	2017-11-16	Doha
614	The Support Staff and Administrative Assistant	2017-11-12	2017-11-16	Stockholm
613	The Office Professional and Records Management Masterclass	2017-11-12	2017-11-23	Auckland
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-11-12	2017-11-16	Prague
610	Efficient Administration Skills	2017-11-12	2017-11-16	Dublin
609	Time Management and Personal Effectiveness	2017-11-12	2017-11-16	Athens
601	Effective Office Management	2017-11-12	2017-11-16	Amman
619	The Senior Administrator Program	2017-11-12	2017-11-23	Casablanca
618	Critical Competencies for Administrators & Secretaries	2017-11-12	2017-11-16	Athens
597	Advanced Documents & Records Management Compliance	2017-11-19	2017-11-23	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-11-19	2017-11-23	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-11-19	2017-11-23	Roma
145	The Professional Certified Office Manager Programme	2017-11-19	2017-11-23	Prague
305	Office Management & Effective Administration Skills	2017-11-19	2017-11-23	Washington
358	Executive Office Administration and Secretarial Skills	2017-11-19	2017-11-23	Beirut
499	Administration and Office Management: Best Practices and Technologies	2017-11-19	2017-11-23	Washington
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-11-19	2017-11-23	Dublin
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-11-19	2017-11-23	Athens
528	Effective Report Writing Skills	2017-11-19	2017-11-23	Washington
529	Executive Secretariat and Office Management for Top Management	2017-11-19	2017-11-23	Auckland
533	Secretariat - Future Office Management	2017-11-19	2017-11-23	Boston
540	Key Managerial Skills for New Managers and Supervisors	2017-11-19	2017-11-23	Washington
541	Strategies for the security of documents and electronic information	2017-11-19	2017-11-30	Washington
551	Archiving & Filing	2017-11-19	2017-11-23	Amman

552	Control and electronic archiving for Office Managers	2017-11-19	2017-11-23	Jakarta
594	Professional Secretarial & Administration Skills	2017-11-19	2017-11-23	Copenhagen
595	Communication Skills	2017-11-19	2017-11-23	Beirut
596	Administrative & Executive Secretarial Skills	2017-11-19	2017-11-23	Stockholm
597	Advanced Documents & Records Management Compliance	2017-11-19	2017-11-23	Boston
615	E -Library Management Techniques	2017-11-19	2017-11-23	Stockholm
614	The Support Staff and Administrative Assistant	2017-11-19	2017-11-23	Boston
613	The Office Professional and Records Management Masterclass	2017-11-19	2017-11-30	Copenhagen
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-11-19	2017-11-23	Dublin
610	Efficient Administration Skills	2017-11-19	2017-11-23	Athens
609	Time Management and Personal Effectiveness	2017-11-19	2017-11-23	Washington
601	Effective Office Management	2017-11-19	2017-11-23	Jakarta
619	The Senior Administrator Program	2017-11-19	2017-11-30	Paris
618	Critical Competencies for Administrators & Secretaries	2017-11-19	2017-11-23	Washington
552	Control and electronic archiving for Office Managers	2017-11-26	2017-11-30	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-11-26	2017-11-30	Dubai
594	Professional Secretarial & Administration Skills	2017-11-26	2017-11-30	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-11-26	2017-11-30	Prague
145	The Professional Certified Office Manager Programme	2017-11-26	2017-11-30	Dublin
305	Office Management & Effective Administration Skills	2017-11-26	2017-11-30	Auckland
358	Executive Office Administration and Secretarial Skills	2017-11-26	2017-11-30	Los Angeles
499	Administration and Office Management: Best Practices and Technologies	2017-11-26	2017-11-30	Cairo
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-11-26	2017-11-30	Athens
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-11-26	2017-11-30	Washington

528	Effective Report Writing Skills	2017-11-26	2017-11-30	Auckland
529	Executive Secretariat and Office Management for Top Management	2017-11-26	2017-11-30	Copenhagen
533	Secretariat - Future Office Management	2017-11-26	2017-11-30	Roma
540	Key Managerial Skills for New Managers and Supervisors	2017-11-26	2017-11-30	Cairo
541	Strategies for the security of documents and electronic information	2017-11-26	2017-12-07	Auckland
551	Archiving & Filing	2017-11-26	2017-11-30	Jakarta
552	Control and electronic archiving for Office Managers	2017-11-26	2017-11-30	Sharm El Sheikh
594	Professional Secretarial & Administration Skills	2017-11-26	2017-11-30	Beirut
595	Communication Skills	2017-11-26	2017-11-30	Los Angeles
596	Administrative & Executive Secretarial Skills	2017-11-26	2017-11-30	Boston
597	Advanced Documents & Records Management Compliance	2017-11-26	2017-11-30	Roma
615	E -Library Management Techniques	2017-11-26	2017-11-30	Boston
614	The Support Staff and Administrative Assistant	2017-11-26	2017-11-30	Roma
613	The Office Professional and Records Management Masterclass	2017-11-26	2017-12-07	Beirut
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-11-26	2017-11-30	Athens
610	Efficient Administration Skills	2017-11-26	2017-11-30	Washington
609	Time Management and Personal Effectiveness	2017-11-26	2017-11-30	Cairo
601	Effective Office Management	2017-11-26	2017-11-30	Sharm El Sheikh
619	The Senior Administrator Program	2017-11-26	2017-12-07	Geneva
618	Critical Competencies for Administrators & Secretaries	2017-11-26	2017-11-30	Cairo
551	Archiving & Filing	2017-12-03	2017-12-07	Dubai
541	Strategies for the security of documents and electronic information	2017-12-03	2017-12-14	Dubai
533	Secretariat - Future Office Management	2017-12-03	2017-12-07	Dubai
528	Effective Report Writing Skills	2017-12-03	2017-12-07	Dubai
499	Administration and Office Management: Best Practices and Technologies	2017-12-03	2017-12-07	Dubai

358	Executive Office Administration and Secretarial Skills	2017-12-03	2017-12-07	Dubai
145	The Professional Certified Office Manager Programme	2017-12-03	2017-12-07	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-12-03	2017-12-07	Dublin
145	The Professional Certified Office Manager Programme	2017-12-03	2017-12-07	Athens
305	Office Management & Effective Administration Skills	2017-12-03	2017-12-07	Copenhagen
358	Executive Office Administration and Secretarial Skills	2017-12-03	2017-12-07	Singapore
499	Administration and Office Management: Best Practices and Technologies	2017-12-03	2017-12-07	Kuala Lumpur
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-12-03	2017-12-07	Washington
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-12-03	2017-12-07	Auckland
528	Effective Report Writing Skills	2017-12-03	2017-12-07	Copenhagen
529	Executive Secretariat and Office Management for Top Management	2017-12-03	2017-12-07	Beirut
533	Secretariat - Future Office Management	2017-12-03	2017-12-07	Prague
540	Key Managerial Skills for New Managers and Supervisors	2017-12-03	2017-12-07	Kuala Lumpur
541	Strategies for the security of documents and electronic information	2017-12-03	2017-12-14	Copenhagen
551	Archiving & Filing	2017-12-03	2017-12-07	Sharm El Sheikh
552	Control and electronic archiving for Office Managers	2017-12-03	2017-12-07	Amsterdam
594	Professional Secretarial & Administration Skills	2017-12-03	2017-12-07	Los Angeles
595	Communication Skills	2017-12-03	2017-12-07	Singapore
596	Administrative & Executive Secretarial Skills	2017-12-03	2017-12-07	Roma
597	Advanced Documents & Records Management Compliance	2017-12-03	2017-12-07	Prague
615	E -Library Management Techniques	2017-12-03	2017-12-07	Roma
614	The Support Staff and Administrative Assistant	2017-12-03	2017-12-07	Prague
613	The Office Professional and Records Management Masterclass	2017-12-03	2017-12-14	Los Angeles
	Organising and Behavioural Skills for			

611	Administrative Professionals- Executive Secretaries-PAs	2017-12-03	2017-12-07	Washington
610	Efficient Administration Skills	2017-12-03	2017-12-07	Cairo
609	Time Management and Personal Effectiveness	2017-12-03	2017-12-07	Kuala Lumpur
601	Effective Office Management	2017-12-03	2017-12-07	Amsterdam
619	The Senior Administrator Program	2017-12-03	2017-12-14	Vienna
618	Critical Competencies for Administrators & Secretaries	2017-12-03	2017-12-07	Kuala Lumpur
596	Administrative & Executive Secretarial Skills	2017-12-10	2017-12-14	Dubai
529	Executive Secretariat and Office Management for Top Management	2017-12-10	2017-12-14	Dubai
305	Office Management & Effective Administration Skills	2017-12-10	2017-12-14	Dubai
595	Communication Skills	2017-12-10	2017-12-14	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-12-10	2017-12-14	Athens
145	The Professional Certified Office Manager Programme	2017-12-10	2017-12-14	Washington
305	Office Management & Effective Administration Skills	2017-12-10	2017-12-14	Beirut
358	Executive Office Administration and Secretarial Skills	2017-12-10	2017-12-14	Marrakech
499	Administration and Office Management: Best Practices and Technologies	2017-12-10	2017-12-14	London
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-12-10	2017-12-14	Auckland
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-12-10	2017-12-14	Copenhagen
528	Effective Report Writing Skills	2017-12-10	2017-12-14	Beirut
529	Executive Secretariat and Office Management for Top Management	2017-12-10	2017-12-14	Los Angeles
533	Secretariat - Future Office Management	2017-12-10	2017-12-14	Dublin
540	Key Managerial Skills for New Managers and Supervisors	2017-12-10	2017-12-14	London
541	Strategies for the security of documents and electronic information	2017-12-10	2017-12-21	Beirut
551	Archiving & Filing	2017-12-10	2017-12-14	Amsterdam
552	Control and electronic archiving for Office Managers	2017-12-10	2017-12-14	Casablanca
	Professional Secretarial &			

594	Administration Skills	2017-12-10	2017-12-14	Singapore
595	Communication Skills	2017-12-10	2017-12-14	Marrakech
596	Administrative & Executive Secretarial Skills	2017-12-10	2017-12-14	Prague
597	Advanced Documents & Records Management Compliance	2017-12-10	2017-12-14	Dublin
615	E -Library Management Techniques	2017-12-10	2017-12-14	Prague
614	The Support Staff and Administrative Assistant	2017-12-10	2017-12-14	Dublin
613	The Office Professional and Records Management Masterclass	2017-12-10	2017-12-21	Singapore
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-12-10	2017-12-14	Cairo
610	Efficient Administration Skills	2017-12-10	2017-12-14	Kuala Lumpur
609	Time Management and Personal Effectiveness	2017-12-10	2017-12-14	London
601	Effective Office Management	2017-12-10	2017-12-14	Casablanca
619	The Senior Administrator Program	2017-12-10	2017-12-21	Munich
618	Critical Competencies for Administrators & Secretaries	2017-12-10	2017-12-14	London
597	Advanced Documents & Records Management Compliance	2017-12-17	2017-12-21	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2017-12-17	2017-12-21	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-12-17	2017-12-21	Washington
145	The Professional Certified Office Manager Programme	2017-12-17	2017-12-21	Cairo
305	Office Management & Effective Administration Skills	2017-12-17	2017-12-21	Los Angeles
358	Executive Office Administration and Secretarial Skills	2017-12-17	2017-12-21	Sydney
499	Administration and Office Management: Best Practices and Technologies	2017-12-17	2017-12-21	Madrid
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-12-17	2017-12-21	Copenhagen
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-12-17	2017-12-21	Beirut
528	Effective Report Writing Skills	2017-12-17	2017-12-21	Los Angeles
529	Executive Secretariat and Office Management for Top Management	2017-12-17	2017-12-21	Singapore

533	Secretariat - Future Office Management	2017-12-17	2017-12-21	Athens
540	Key Managerial Skills for New Managers and Supervisors	2017-12-17	2017-12-21	Madrid
541	Strategies for the security of documents and electronic information	2017-12-17	2017-12-28	Los Angeles
551	Archiving & Filing	2017-12-17	2017-12-21	Casablanca
552	Control and electronic archiving for Office Managers	2017-12-17	2017-12-21	Paris
594	Professional Secretarial & Administration Skills	2017-12-17	2017-12-21	Marrakech
595	Communication Skills	2017-12-17	2017-12-21	Sydney
596	Administrative & Executive Secretarial Skills	2017-12-17	2017-12-21	Dublin
597	Advanced Documents & Records Management Compliance	2017-12-17	2017-12-21	Athens
615	E -Library Management Techniques	2017-12-17	2017-12-21	Dublin
614	The Support Staff and Administrative Assistant	2017-12-17	2017-12-21	Athens
613	The Office Professional and Records Management Masterclass	2017-12-17	2017-12-28	Marrakech
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-12-17	2017-12-21	Kuala Lumpur
610	Efficient Administration Skills	2017-12-17	2017-12-21	London
609	Time Management and Personal Effectiveness	2017-12-17	2017-12-21	Madrid
601	Effective Office Management	2017-12-17	2017-12-21	Paris
619	The Senior Administrator Program	2017-12-17	2017-12-28	Istanbul
618	Critical Competencies for Administrators & Secretaries	2017-12-17	2017-12-21	Madrid
552	Control and electronic archiving for Office Managers	2017-12-24	2017-12-28	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-12-24	2017-12-28	Dubai
594	Professional Secretarial & Administration Skills	2017-12-24	2017-12-28	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2017-12-24	2017-12-28	Cairo
145	The Professional Certified Office Manager Programme	2017-12-24	2017-12-28	Kuala Lumpur
305	Office Management & Effective Administration Skills	2017-12-24	2017-12-28	Singapore
358	Executive Office Administration and Secretarial Skills	2017-12-24	2017-12-28	Milan

499	Administration and Office Management: Best Practices and Technologies	2017-12-24	2017-12-28	Abu Dhabi
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-12-24	2017-12-28	Beirut
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-12-24	2017-12-28	Los Angeles
528	Effective Report Writing Skills	2017-12-24	2017-12-28	Singapore
529	Executive Secretariat and Office Management for Top Management	2017-12-24	2017-12-28	Marrakech
533	Secretariat - Future Office Management	2017-12-24	2017-12-28	Washington
540	Key Managerial Skills for New Managers and Supervisors	2017-12-24	2017-12-28	Abu Dhabi
541	Strategies for the security of documents and electronic information	2017-12-24	2018-01-04	Singapore
551	Archiving & Filing	2017-12-24	2017-12-28	Paris
552	Control and electronic archiving for Office Managers	2017-12-24	2017-12-28	Geneva
594	Professional Secretarial & Administration Skills	2017-12-24	2017-12-28	Sydney
595	Communication Skills	2017-12-24	2017-12-28	Milan
596	Administrative & Executive Secretarial Skills	2017-12-24	2017-12-28	Athens
597	Advanced Documents & Records Management Compliance	2017-12-24	2017-12-28	Washington
615	E -Library Management Techniques	2017-12-24	2017-12-28	Athens
614	The Support Staff and Administrative Assistant	2017-12-24	2017-12-28	Washington
613	The Office Professional and Records Management Masterclass	2017-12-24	2018-01-04	Sydney
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-12-24	2017-12-28	London
610	Efficient Administration Skills	2017-12-24	2017-12-28	Madrid
609	Time Management and Personal Effectiveness	2017-12-24	2017-12-28	Abu Dhabi
601	Effective Office Management	2017-12-24	2017-12-28	Geneva
619	The Senior Administrator Program	2017-12-24	2018-01-04	Toronto
618	Critical Competencies for Administrators & Secretaries	2017-12-24	2017-12-28	Abu Dhabi
143	The Senior Secretary Development Programme (Professional Certificate)	2017-12-31	2018-01-04	Kuala Lumpur
	The Professional Certified Office			

145	Manager Programme	2017-12-31	2018-01-04	London
305	Office Management & Effective Administration Skills	2017-12-31	2018-01-04	Marrakech
358	Executive Office Administration and Secretarial Skills	2017-12-31	2018-01-04	Barcelona
499	Administration and Office Management: Best Practices and Technologies	2017-12-31	2018-01-04	Amman
526	Advanced Office Management & Secretarial Effective Administration Skills	2017-12-31	2018-01-04	Los Angeles
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2017-12-31	2018-01-04	Singapore
528	Effective Report Writing Skills	2017-12-31	2018-01-04	Marrakech
529	Executive Secretariat and Office Management for Top Management	2017-12-31	2018-01-04	Sydney
533	Secretariat - Future Office Management	2017-12-31	2018-01-04	Cairo
540	Key Managerial Skills for New Managers and Supervisors	2017-12-31	2018-01-04	Amman
541	Strategies for the security of documents and electronic information	2017-12-31	2018-01-11	Marrakech
551	Archiving & Filing	2017-12-31	2018-01-04	Geneva
552	Control and electronic archiving for Office Managers	2017-12-31	2018-01-04	Vienna
594	Professional Secretarial & Administration Skills	2017-12-31	2018-01-04	Milan
595	Communication Skills	2017-12-31	2018-01-04	Barcelona
596	Administrative & Executive Secretarial Skills	2017-12-31	2018-01-04	Washington
597	Advanced Documents & Records Management Compliance	2017-12-31	2018-01-04	Cairo
615	E -Library Management Techniques	2017-12-31	2018-01-04	Washington
614	The Support Staff and Administrative Assistant	2017-12-31	2018-01-04	Cairo
613	The Office Professional and Records Management Masterclass	2017-12-31	2018-01-11	Milan
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2017-12-31	2018-01-04	Madrid
610	Efficient Administration Skills	2017-12-31	2018-01-04	Abu Dhabi
609	Time Management and Personal Effectiveness	2017-12-31	2018-01-04	Amman
601	Effective Office Management	2017-12-31	2018-01-04	Vienna

619	The Senior Administrator Program	2017-12-31	2018-01-11	Doha
618	Critical Competencies for Administrators & Secretaries	2017-12-31	2018-01-04	Amman





يوروبيان كوالتي

EUROPEAN QUALITY

www.europeanqualitytc.com

P.O.BOX : 119582 | Dubai - United Arab Emirates | Phone : +971 42513157 | Fax : +971 42563575
Mobile : +971 566356223 | Email : info@europeanqualitytc.com | www.europeanqualitytc.com