

# 2018 Training Plan



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الجودة الأوروبية  
EUROPEAN QUALITY

# Administration and Secretarial 2018

P.O.BOX : 119582 | Dubai - United Arab Emirates | Phone : +971 42513157 | Fax : +971 42563575  
Mobile : +971 566356223 | Email : [info@europeanqualitytc.com](mailto:info@europeanqualitytc.com) | [www.europeanqualitytc.com](http://www.europeanqualitytc.com)

<b>Courses Id</b>	<b>Courses Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>City</b>
533	Secretariat - Future Office Management	2018-01-07	2018-01-11	Dubai
528	Effective Report Writing Skills	2018-01-07	2018-01-11	Dubai
499	Administration and Office Management: Best Practices and Technologies	2018-01-07	2018-01-11	Dubai
358	Executive Office Administration and Secretarial Skills	2018-01-07	2018-01-11	Dubai
145	The Professional Certified Office Manager Programme	2018-01-07	2018-01-11	Dubai
541	Strategies for the security of documents and electronic information	2018-01-07	2018-01-18	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-01-07	2018-01-11	Paris
145	The Professional Certified Office Manager Programme	2018-01-07	2018-01-11	Geneva
305	Office Management & Effective Administration Skills	2018-01-07	2018-01-11	Amman
358	Executive Office Administration and Secretarial Skills	2018-01-07	2018-01-11	Amsterdam
499	Administration and Office Management: Best Practices and Technologies	2018-01-07	2018-01-11	Istanbul
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-01-07	2018-01-11	Madrid
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-01-07	2018-01-11	Abu Dhabi
528	Effective Report Writing Skills	2018-01-07	2018-01-11	Amman
529	Executive Secretariat and Office Management for Top Management	2018-01-07	2018-01-11	Jakarta
533	Secretariat - Future Office Management	2018-01-07	2018-01-11	Casablanca
540	Key Managerial Skills for New Managers and Supervisors	2018-01-07	2018-01-11	Istanbul
541	Strategies for the security of documents and electronic information	2018-01-07	2018-01-18	Amman
551	Archiving & Filing	2018-01-07	2018-01-11	Prague
552	Control and electronic archiving for Office Managers	2018-01-07	2018-01-11	Dublin
594	Professional Secretarial & Administration Skills	2018-01-07	2018-01-11	Sharm El Sheikh
595	Communication Skills	2018-01-07	2018-01-11	Amsterdam

596	Administrative & Executive Secretarial Skills	2018-01-07	2018-01-11	Amsterdam
597	Advanced Documents & Records Management Compliance	2018-01-07	2018-01-11	Casablanca
615	E -Library Management Techniques	2018-01-07	2018-01-11	Amsterdam
614	The Support Staff and Administrative Assistant	2018-01-07	2018-01-11	Casablanca
613	The Office Professional and Records Management Masterclass	2018-01-07	2018-01-18	Sharm El Sheikh
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-01-07	2018-01-11	Vienna
610	Efficient Administration Skills	2018-01-07	2018-01-11	Munich
609	Time Management and Personal Effectiveness	2018-01-07	2018-01-11	Istanbul
601	Effective Office Management	2018-01-07	2018-01-11	Dublin
619	The Senior Administrator Program	2018-01-07	2018-01-18	Copenhagen
618	Critical Competencies for Administrators & Secretaries	2018-01-07	2018-01-11	Istanbul
594	Professional Secretarial & Administration Skills	2018-01-07	2018-01-11	Jeddah
613	The Office Professional and Records Management Masterclass	2018-01-07	2018-01-18	Jeddah
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-01-07	2018-01-11	Kuwait
540	Key Managerial Skills for New Managers and Supervisors	2018-01-14	2018-01-18	Dubai
529	Executive Secretariat and Office Management for Top Management	2018-01-14	2018-01-18	Dubai
305	Office Management & Effective Administration Skills	2018-01-14	2018-01-18	Dubai
596	Administrative & Executive Secretarial Skills	2018-01-14	2018-01-18	Dubai
595	Communication Skills	2018-01-14	2018-01-18	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-01-14	2018-01-18	Geneva
145	The Professional Certified Office Manager Programme	2018-01-14	2018-01-18	Vienna
305	Office Management & Effective Administration Skills	2018-01-14	2018-01-18	Jakarta
358	Executive Office Administration and Secretarial Skills	2018-01-14	2018-01-18	Casablanca
499	Administration and Office Management: Best Practices and Technologies	2018-01-14	2018-01-18	Toronto
526	Advanced Office Management &	2018-01-14	2018-01-18	Abu Dhabi

	<b>Secretarial Effective Administration Skills</b>			
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-01-14	2018-01-18	Amman
528	<b>Effective Report Writing Skills</b>	2018-01-14	2018-01-18	Jakarta
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-01-14	2018-01-18	Sharm El Sheikh
533	<b>Secretariat - Future Office Management</b>	2018-01-14	2018-01-18	Paris
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-01-14	2018-01-18	Toronto
541	<b>Strategies for the security of documents and electronic information</b>	2018-01-14	2018-01-25	Jakarta
551	<b>Archiving &amp; Filing</b>	2018-01-14	2018-01-18	Dublin
552	<b>Control and electronic archiving for Office Managers</b>	2018-01-14	2018-01-18	Athens
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-01-14	2018-01-18	Amsterdam
595	<b>Communication Skills</b>	2018-01-14	2018-01-18	Casablanca
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-01-14	2018-01-18	Casablanca
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-01-14	2018-01-18	Paris
615	<b>E -Library Management Techniques</b>	2018-01-14	2018-01-18	Casablanca
614	<b>The Support Staff and Administrative Assistant</b>	2018-01-14	2018-01-18	Paris
613	<b>The Office Professional and Records Management Masterclass</b>	2018-01-14	2018-01-25	Amsterdam
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-01-14	2018-01-18	Munich
610	<b>Efficient Administration Skills</b>	2018-01-14	2018-01-18	Istanbul
609	<b>Time Management and Personal Effectiveness</b>	2018-01-14	2018-01-18	Toronto
601	<b>Effective Office Management</b>	2018-01-14	2018-01-18	Athens
619	<b>The Senior Administrator Program</b>	2018-01-14	2018-01-25	Beirut
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-01-14	2018-01-18	Toronto
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-01-14	2018-01-18	Jeddah
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-01-14	2018-01-18	Kuwait
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-01-21	2018-01-25	Dubai

540	Key Managerial Skills for New Managers and Supervisors	2018-01-21	2018-01-25	Dubai
533	Secretariat - Future Office Management	2018-01-21	2018-01-25	Dubai
528	Effective Report Writing Skills	2018-01-21	2018-01-25	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-01-21	2018-01-25	Dubai
499	Administration and Office Management: Best Practices and Technologies	2018-01-21	2018-01-25	Dubai
358	Executive Office Administration and Secretarial Skills	2018-01-21	2018-01-25	Dubai
145	The Professional Certified Office Manager Programme	2018-01-21	2018-01-25	Dubai
551	Archiving & Filing	2018-01-21	2018-01-25	Dubai
552	Control and electronic archiving for Office Managers	2018-01-21	2018-01-25	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-01-21	2018-01-25	Vienna
145	The Professional Certified Office Manager Programme	2018-01-21	2018-01-25	Munich
305	Office Management & Effective Administration Skills	2018-01-21	2018-01-25	Sharm El Sheikh
358	Executive Office Administration and Secretarial Skills	2018-01-21	2018-01-25	Paris
499	Administration and Office Management: Best Practices and Technologies	2018-01-21	2018-01-25	Manama
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-01-21	2018-01-25	Amman
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-01-21	2018-01-25	Jakarta
528	Effective Report Writing Skills	2018-01-21	2018-01-25	Sharm El Sheikh
529	Executive Secretariat and Office Management for Top Management	2018-01-21	2018-01-25	Amsterdam
533	Secretariat - Future Office Management	2018-01-21	2018-01-25	Geneva
540	Key Managerial Skills for New Managers and Supervisors	2018-01-21	2018-01-25	Manama
541	Strategies for the security of documents and electronic information	2018-01-21	2018-02-01	Sharm El Sheikh
551	Archiving & Filing	2018-01-21	2018-01-25	Athens
552	Control and electronic archiving for	2018-01-21	2018-01-25	Washington

	<b>Office Managers</b>			
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-01-21	2018-01-25	Casablanca
595	<b>Communication Skills</b>	2018-01-21	2018-01-25	Paris
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-01-21	2018-01-25	Paris
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-01-21	2018-01-25	Geneva
615	<b>E -Library Management Techniques</b>	2018-01-21	2018-01-25	Paris
614	<b>The Support Staff and Administrative Assistant</b>	2018-01-21	2018-01-25	Geneva
613	<b>The Office Professional and Records Management Masterclass</b>	2018-01-21	2018-02-01	Casablanca
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-01-21	2018-01-25	Istanbul
610	<b>Efficient Administration Skills</b>	2018-01-21	2018-01-25	Toronto
609	<b>Time Management and Personal Effectiveness</b>	2018-01-21	2018-01-25	Manama
601	<b>Effective Office Management</b>	2018-01-21	2018-01-25	Washington
619	<b>The Senior Administrator Program</b>	2018-01-21	2018-02-01	Los Angeles
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-01-21	2018-01-25	Manama
552	<b>Control and electronic archiving for Office Managers</b>	2018-01-21	2018-01-25	California
601	<b>Effective Office Management</b>	2018-01-21	2018-01-25	California
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-01-21	2018-01-25	Jeddah
528	<b>Effective Report Writing Skills</b>	2018-01-21	2018-01-25	Jeddah
541	<b>Strategies for the security of documents and electronic information</b>	2018-01-21	2018-02-01	Jeddah
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-01-28	2018-02-01	Dubai
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-01-28	2018-02-01	Dubai
541	<b>Strategies for the security of documents and electronic information</b>	2018-01-28	2018-02-08	Cairo
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-01-28	2018-02-01	Munich
145	<b>The Professional Certified Office Manager Programme</b>	2018-01-28	2018-02-01	Istanbul
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-01-28	2018-02-01	Amsterdam

358	Executive Office Administration and Secretarial Skills	2018-01-28	2018-02-01	Geneva
499	Administration and Office Management: Best Practices and Technologies	2018-01-28	2018-02-01	Stockholm
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-01-28	2018-02-01	Jakarta
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-01-28	2018-02-01	Sharm El Sheikh
528	Effective Report Writing Skills	2018-01-28	2018-02-01	Amsterdam
529	Executive Secretariat and Office Management for Top Management	2018-01-28	2018-02-01	Casablanca
533	Secretariat - Future Office Management	2018-01-28	2018-02-01	Vienna
540	Key Managerial Skills for New Managers and Supervisors	2018-01-28	2018-02-01	Stockholm
541	Strategies for the security of documents and electronic information	2018-01-28	2018-02-08	Amsterdam
551	Archiving & Filing	2018-01-28	2018-02-01	Washington
552	Control and electronic archiving for Office Managers	2018-01-28	2018-02-01	Auckland
594	Professional Secretarial & Administration Skills	2018-01-28	2018-02-01	Paris
595	Communication Skills	2018-01-28	2018-02-01	Geneva
596	Administrative & Executive Secretarial Skills	2018-01-28	2018-02-01	Geneva
597	Advanced Documents & Records Management Compliance	2018-01-28	2018-02-01	Vienna
615	E -Library Management Techniques	2018-01-28	2018-02-01	Geneva
614	The Support Staff and Administrative Assistant	2018-01-28	2018-02-01	Vienna
613	The Office Professional and Records Management Masterclass	2018-01-28	2018-02-08	Paris
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-01-28	2018-02-01	Toronto
610	Efficient Administration Skills	2018-01-28	2018-02-01	Manama
609	Time Management and Personal Effectiveness	2018-01-28	2018-02-01	Stockholm
601	Effective Office Management	2018-01-28	2018-02-01	Auckland
619	The Senior Administrator Program	2018-01-28	2018-02-08	Singapore
618	Critical Competencies for Administrators & Secretaries	2018-01-28	2018-02-01	Stockholm
551	Archiving & Filing	2018-01-28	2018-02-01	California



541	Strategies for the security of documents and electronic information	2018-01-28	2018-02-08	Riyadh
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-01-28	2018-02-01	Jeddah
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-02-04	2018-02-08	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-02-04	2018-02-08	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-02-04	2018-02-08	Istanbul
145	The Professional Certified Office Manager Programme	2018-02-04	2018-02-08	Toronto
305	Office Management & Effective Administration Skills	2018-02-04	2018-02-08	Casablanca
358	Executive Office Administration and Secretarial Skills	2018-02-04	2018-02-08	Vienna
499	Administration and Office Management: Best Practices and Technologies	2018-02-04	2018-02-08	Boston
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-02-04	2018-02-08	Sharm El Sheikh
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-02-04	2018-02-08	Amsterdam
528	Effective Report Writing Skills	2018-02-04	2018-02-08	Casablanca
529	Executive Secretariat and Office Management for Top Management	2018-02-04	2018-02-08	Paris
533	Secretariat - Future Office Management	2018-02-04	2018-02-08	Munich
540	Key Managerial Skills for New Managers and Supervisors	2018-02-04	2018-02-08	Boston
541	Strategies for the security of documents and electronic information	2018-02-04	2018-02-15	Casablanca
551	Archiving & Filing	2018-02-04	2018-02-08	Auckland
552	Control and electronic archiving for Office Managers	2018-02-04	2018-02-08	Copenhagen
594	Professional Secretarial & Administration Skills	2018-02-04	2018-02-08	Geneva
595	Communication Skills	2018-02-04	2018-02-08	Vienna
596	Administrative & Executive Secretarial Skills	2018-02-04	2018-02-08	Vienna
597	Advanced Documents & Records Management Compliance	2018-02-04	2018-02-08	Munich

615	E -Library Management Techniques	2018-02-04	2018-02-08	Vienna
614	The Support Staff and Administrative Assistant	2018-02-04	2018-02-08	Munich
613	The Office Professional and Records Management Masterclass	2018-02-04	2018-02-15	Geneva
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-02-04	2018-02-08	Manama
610	Efficient Administration Skills	2018-02-04	2018-02-08	Stockholm
609	Time Management and Personal Effectiveness	2018-02-04	2018-02-08	Boston
601	Effective Office Management	2018-02-04	2018-02-08	Copenhagen
619	The Senior Administrator Program	2018-02-04	2018-02-15	Marrakech
618	Critical Competencies for Administrators & Secretaries	2018-02-04	2018-02-08	Boston
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-02-04	2018-02-08	Jeddah
533	Secretariat - Future Office Management	2018-02-11	2018-02-15	Dubai
528	Effective Report Writing Skills	2018-02-11	2018-02-15	Dubai
499	Administration and Office Management: Best Practices and Technologies	2018-02-11	2018-02-15	Dubai
358	Executive Office Administration and Secretarial Skills	2018-02-11	2018-02-15	Dubai
145	The Professional Certified Office Manager Programme	2018-02-11	2018-02-15	Dubai
541	Strategies for the security of documents and electronic information	2018-02-11	2018-02-22	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-02-11	2018-02-15	Toronto
145	The Professional Certified Office Manager Programme	2018-02-11	2018-02-15	Manama
305	Office Management & Effective Administration Skills	2018-02-11	2018-02-15	Paris
358	Executive Office Administration and Secretarial Skills	2018-02-11	2018-02-15	Munich
499	Administration and Office Management: Best Practices and Technologies	2018-02-11	2018-02-15	Roma
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-02-11	2018-02-15	Amsterdam
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-02-11	2018-02-15	Casablanca

528	Effective Report Writing Skills	2018-02-11	2018-02-15	Paris
529	Executive Secretariat and Office Management for Top Management	2018-02-11	2018-02-15	Geneva
533	Secretariat - Future Office Management	2018-02-11	2018-02-15	Istanbul
540	Key Managerial Skills for New Managers and Supervisors	2018-02-11	2018-02-15	Roma
541	Strategies for the security of documents and electronic information	2018-02-11	2018-02-22	Paris
551	Archiving & Filing	2018-02-11	2018-02-15	Copenhagen
552	Control and electronic archiving for Office Managers	2018-02-11	2018-02-15	Beirut
594	Professional Secretarial & Administration Skills	2018-02-11	2018-02-15	Vienna
595	Communication Skills	2018-02-11	2018-02-15	Munich
596	Administrative & Executive Secretarial Skills	2018-02-11	2018-02-15	Munich
597	Advanced Documents & Records Management Compliance	2018-02-11	2018-02-15	Istanbul
615	E -Library Management Techniques	2018-02-11	2018-02-15	Munich
614	The Support Staff and Administrative Assistant	2018-02-11	2018-02-15	Istanbul
613	The Office Professional and Records Management Masterclass	2018-02-11	2018-02-22	Vienna
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-02-11	2018-02-15	Stockholm
610	Efficient Administration Skills	2018-02-11	2018-02-15	Boston
609	Time Management and Personal Effectiveness	2018-02-11	2018-02-15	Roma
601	Effective Office Management	2018-02-11	2018-02-15	Beirut
619	The Senior Administrator Program	2018-02-11	2018-02-22	Sydney
618	Critical Competencies for Administrators & Secretaries	2018-02-11	2018-02-15	Roma
540	Key Managerial Skills for New Managers and Supervisors	2018-02-18	2018-02-22	Dubai
529	Executive Secretariat and Office Management for Top Management	2018-02-18	2018-02-22	Dubai
305	Office Management & Effective Administration Skills	2018-02-18	2018-02-22	Dubai
596	Administrative & Executive Secretarial Skills	2018-02-18	2018-02-22	Dubai
595	Communication Skills	2018-02-18	2018-02-22	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-02-18	2018-02-22	Manama

145	The Professional Certified Office Manager Programme	2018-02-18	2018-02-22	Stockholm
305	Office Management & Effective Administration Skills	2018-02-18	2018-02-22	Geneva
358	Executive Office Administration and Secretarial Skills	2018-02-18	2018-02-22	Istanbul
499	Administration and Office Management: Best Practices and Technologies	2018-02-18	2018-02-22	Prague
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-02-18	2018-02-22	Casablanca
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-02-18	2018-02-22	Paris
528	Effective Report Writing Skills	2018-02-18	2018-02-22	Geneva
529	Executive Secretariat and Office Management for Top Management	2018-02-18	2018-02-22	Vienna
533	Secretariat - Future Office Management	2018-02-18	2018-02-22	Toronto
540	Key Managerial Skills for New Managers and Supervisors	2018-02-18	2018-02-22	Prague
541	Strategies for the security of documents and electronic information	2018-02-18	2018-03-01	Geneva
551	Archiving & Filing	2018-02-18	2018-02-22	Beirut
552	Control and electronic archiving for Office Managers	2018-02-18	2018-02-22	Los Angeles
594	Professional Secretarial & Administration Skills	2018-02-18	2018-02-22	Munich
595	Communication Skills	2018-02-18	2018-02-22	Istanbul
596	Administrative & Executive Secretarial Skills	2018-02-18	2018-02-22	Istanbul
597	Advanced Documents & Records Management Compliance	2018-02-18	2018-02-22	Toronto
615	E -Library Management Techniques	2018-02-18	2018-02-22	Istanbul
614	The Support Staff and Administrative Assistant	2018-02-18	2018-02-22	Toronto
613	The Office Professional and Records Management Masterclass	2018-02-18	2018-03-01	Munich
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-02-18	2018-02-22	Boston
610	Efficient Administration Skills	2018-02-18	2018-02-22	Roma
609	Time Management and Personal Effectiveness	2018-02-18	2018-02-22	Prague
601	Effective Office Management	2018-02-18	2018-02-22	Los Angeles

619	The Senior Administrator Program	2018-02-18	2018-03-01	Milan
618	Critical Competencies for Administrators & Secretaries	2018-02-18	2018-02-22	Prague
597	Advanced Documents & Records Management Compliance	2018-02-25	2018-03-01	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2018-02-25	2018-03-01	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-02-25	2018-03-01	Stockholm
145	The Professional Certified Office Manager Programme	2018-02-25	2018-03-01	Boston
305	Office Management & Effective Administration Skills	2018-02-25	2018-03-01	Vienna
358	Executive Office Administration and Secretarial Skills	2018-02-25	2018-03-01	Toronto
499	Administration and Office Management: Best Practices and Technologies	2018-02-25	2018-03-01	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-02-25	2018-03-01	Paris
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-02-25	2018-03-01	Geneva
528	Effective Report Writing Skills	2018-02-25	2018-03-01	Vienna
529	Executive Secretariat and Office Management for Top Management	2018-02-25	2018-03-01	Munich
533	Secretariat - Future Office Management	2018-02-25	2018-03-01	Manama
540	Key Managerial Skills for New Managers and Supervisors	2018-02-25	2018-03-01	Dublin
541	Strategies for the security of documents and electronic information	2018-02-25	2018-03-08	Vienna
551	Archiving & Filing	2018-02-25	2018-03-01	Los Angeles
552	Control and electronic archiving for Office Managers	2018-02-25	2018-03-01	Singapore
594	Professional Secretarial & Administration Skills	2018-02-25	2018-03-01	Istanbul
595	Communication Skills	2018-02-25	2018-03-01	Toronto
596	Administrative & Executive Secretarial Skills	2018-02-25	2018-03-01	Toronto
597	Advanced Documents & Records Management Compliance	2018-02-25	2018-03-01	Manama
615	E -Library Management Techniques	2018-02-25	2018-03-01	Toronto
614	The Support Staff and Administrative Assistant	2018-02-25	2018-03-01	Manama

613	The Office Professional and Records Management Masterclass	2018-02-25	2018-03-08	Istanbul
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-02-25	2018-03-01	Roma
610	Efficient Administration Skills	2018-02-25	2018-03-01	Prague
609	Time Management and Personal Effectiveness	2018-02-25	2018-03-01	Dublin
601	Effective Office Management	2018-02-25	2018-03-01	Singapore
619	The Senior Administrator Program	2018-02-25	2018-03-08	Barcelona
618	Critical Competencies for Administrators & Secretaries	2018-02-25	2018-03-01	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-03-04	2018-03-08	Dubai
594	Professional Secretarial & Administration Skills	2018-03-04	2018-03-08	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-03-04	2018-03-08	Boston
145	The Professional Certified Office Manager Programme	2018-03-04	2018-03-08	Roma
305	Office Management & Effective Administration Skills	2018-03-04	2018-03-08	Munich
358	Executive Office Administration and Secretarial Skills	2018-03-04	2018-03-08	Manama
499	Administration and Office Management: Best Practices and Technologies	2018-03-04	2018-03-08	Athens
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-03-04	2018-03-08	Geneva
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-03-04	2018-03-08	Vienna
528	Effective Report Writing Skills	2018-03-04	2018-03-08	Munich
529	Executive Secretariat and Office Management for Top Management	2018-03-04	2018-03-08	Istanbul
533	Secretariat - Future Office Management	2018-03-04	2018-03-08	Stockholm
540	Key Managerial Skills for New Managers and Supervisors	2018-03-04	2018-03-08	Athens
541	Strategies for the security of documents and electronic information	2018-03-04	2018-03-15	Munich
551	Archiving & Filing	2018-03-04	2018-03-08	Singapore
552	Control and electronic archiving for Office Managers	2018-03-04	2018-03-08	Marrakech
594	Professional Secretarial &	2018-03-04	2018-03-08	Toronto

	<b>Administration Skills</b>			
595	<b>Communication Skills</b>	2018-03-04	2018-03-08	Manama
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-03-04	2018-03-08	Manama
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-03-04	2018-03-08	Stockholm
615	<b>E -Library Management Techniques</b>	2018-03-04	2018-03-08	Manama
614	<b>The Support Staff and Administrative Assistant</b>	2018-03-04	2018-03-08	Stockholm
613	<b>The Office Professional and Records Management Masterclass</b>	2018-03-04	2018-03-15	Toronto
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-03-04	2018-03-08	Prague
610	<b>Efficient Administration Skills</b>	2018-03-04	2018-03-08	Dublin
609	<b>Time Management and Personal Effectiveness</b>	2018-03-04	2018-03-08	Athens
601	<b>Effective Office Management</b>	2018-03-04	2018-03-08	Marrakech
619	<b>The Senior Administrator Program</b>	2018-03-04	2018-03-15	Cairo
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-03-04	2018-03-08	Athens
619	<b>The Senior Administrator Program</b>	2018-03-04	2018-03-15	Riyadh
533	<b>Secretariat - Future Office Management</b>	2018-03-11	2018-03-15	Dubai
528	<b>Effective Report Writing Skills</b>	2018-03-11	2018-03-15	Dubai
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-03-11	2018-03-15	Dubai
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-03-11	2018-03-15	Dubai
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-03-11	2018-03-15	Dubai
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-03-11	2018-03-15	Dubai
145	<b>The Professional Certified Office Manager Programme</b>	2018-03-11	2018-03-15	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-03-11	2018-03-15	Dubai
541	<b>Strategies for the security of documents and electronic information</b>	2018-03-11	2018-03-22	Dubai
552	<b>Control and electronic archiving for Office Managers</b>	2018-03-11	2018-03-15	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-03-11	2018-03-15	Roma

145	The Professional Certified Office Manager Programme	2018-03-11	2018-03-15	Prague
305	Office Management & Effective Administration Skills	2018-03-11	2018-03-15	Istanbul
358	Executive Office Administration and Secretarial Skills	2018-03-11	2018-03-15	Stockholm
499	Administration and Office Management: Best Practices and Technologies	2018-03-11	2018-03-15	Washington
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-03-11	2018-03-15	Vienna
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-03-11	2018-03-15	Munich
528	Effective Report Writing Skills	2018-03-11	2018-03-15	Istanbul
529	Executive Secretariat and Office Management for Top Management	2018-03-11	2018-03-15	Toronto
533	Secretariat - Future Office Management	2018-03-11	2018-03-15	Boston
540	Key Managerial Skills for New Managers and Supervisors	2018-03-11	2018-03-15	Washington
541	Strategies for the security of documents and electronic information	2018-03-11	2018-03-22	Istanbul
551	Archiving & Filing	2018-03-11	2018-03-15	Marrakech
552	Control and electronic archiving for Office Managers	2018-03-11	2018-03-15	Sydney
594	Professional Secretarial & Administration Skills	2018-03-11	2018-03-15	Manama
595	Communication Skills	2018-03-11	2018-03-15	Stockholm
596	Administrative & Executive Secretarial Skills	2018-03-11	2018-03-15	Stockholm
597	Advanced Documents & Records Management Compliance	2018-03-11	2018-03-15	Boston
615	E -Library Management Techniques	2018-03-11	2018-03-15	Stockholm
614	The Support Staff and Administrative Assistant	2018-03-11	2018-03-15	Boston
613	The Office Professional and Records Management Masterclass	2018-03-11	2018-03-22	Manama
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-03-11	2018-03-15	Dublin
610	Efficient Administration Skills	2018-03-11	2018-03-15	Athens
609	Time Management and Personal Effectiveness	2018-03-11	2018-03-15	Washington
601	Effective Office Management	2018-03-11	2018-03-15	Sydney



619	The Senior Administrator Program	2018-03-11	2018-03-22	Kuala Lumpur
618	Critical Competencies for Administrators & Secretaries	2018-03-11	2018-03-15	Washington
499	Administration and Office Management: Best Practices and Technologies	2018-03-11	2018-03-15	California
540	Key Managerial Skills for New Managers and Supervisors	2018-03-11	2018-03-15	California
609	Time Management and Personal Effectiveness	2018-03-11	2018-03-15	California
618	Critical Competencies for Administrators & Secretaries	2018-03-11	2018-03-15	California
529	Executive Secretariat and Office Management for Top Management	2018-03-18	2018-03-22	Dubai
305	Office Management & Effective Administration Skills	2018-03-18	2018-03-22	Dubai
596	Administrative & Executive Secretarial Skills	2018-03-18	2018-03-22	Dubai
595	Communication Skills	2018-03-18	2018-03-22	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-03-18	2018-03-22	Prague
145	The Professional Certified Office Manager Programme	2018-03-18	2018-03-22	Dublin
305	Office Management & Effective Administration Skills	2018-03-18	2018-03-22	Toronto
358	Executive Office Administration and Secretarial Skills	2018-03-18	2018-03-22	Boston
499	Administration and Office Management: Best Practices and Technologies	2018-03-18	2018-03-22	Auckland
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-03-18	2018-03-22	Munich
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-03-18	2018-03-22	Istanbul
528	Effective Report Writing Skills	2018-03-18	2018-03-22	Toronto
529	Executive Secretariat and Office Management for Top Management	2018-03-18	2018-03-22	Manama
533	Secretariat - Future Office Management	2018-03-18	2018-03-22	Roma
540	Key Managerial Skills for New Managers and Supervisors	2018-03-18	2018-03-22	Auckland
541	Strategies for the security of documents and electronic information	2018-03-18	2018-03-29	Toronto
551	Archiving & Filing	2018-03-18	2018-03-22	Sydney

552	Control and electronic archiving for Office Managers	2018-03-18	2018-03-22	Milan
594	Professional Secretarial & Administration Skills	2018-03-18	2018-03-22	Stockholm
595	Communication Skills	2018-03-18	2018-03-22	Boston
596	Administrative & Executive Secretarial Skills	2018-03-18	2018-03-22	Boston
597	Advanced Documents & Records Management Compliance	2018-03-18	2018-03-22	Roma
615	E -Library Management Techniques	2018-03-18	2018-03-22	Boston
614	The Support Staff and Administrative Assistant	2018-03-18	2018-03-22	Roma
613	The Office Professional and Records Management Masterclass	2018-03-18	2018-03-29	Stockholm
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-03-18	2018-03-22	Athens
610	Efficient Administration Skills	2018-03-18	2018-03-22	Washington
609	Time Management and Personal Effectiveness	2018-03-18	2018-03-22	Auckland
601	Effective Office Management	2018-03-18	2018-03-22	Milan
619	The Senior Administrator Program	2018-03-18	2018-03-29	London
618	Critical Competencies for Administrators & Secretaries	2018-03-18	2018-03-22	Auckland
610	Efficient Administration Skills	2018-03-18	2018-03-22	California
597	Advanced Documents & Records Management Compliance	2018-03-25	2018-03-29	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2018-03-25	2018-03-29	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-03-25	2018-03-29	Dublin
145	The Professional Certified Office Manager Programme	2018-03-25	2018-03-29	Athens
305	Office Management & Effective Administration Skills	2018-03-25	2018-03-29	Manama
358	Executive Office Administration and Secretarial Skills	2018-03-25	2018-03-29	Roma
499	Administration and Office Management: Best Practices and Technologies	2018-03-25	2018-03-29	Copenhagen
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-03-25	2018-03-29	Istanbul
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-03-25	2018-03-29	Toronto
528	Effective Report Writing Skills	2018-03-25	2018-03-29	Manama

529	Executive Secretariat and Office Management for Top Management	2018-03-25	2018-03-29	Stockholm
533	Secretariat - Future Office Management	2018-03-25	2018-03-29	Prague
540	Key Managerial Skills for New Managers and Supervisors	2018-03-25	2018-03-29	Copenhagen
541	Strategies for the security of documents and electronic information	2018-03-25	2018-04-05	Manama
551	Archiving & Filing	2018-03-25	2018-03-29	Milan
552	Control and electronic archiving for Office Managers	2018-03-25	2018-03-29	Barcelona
594	Professional Secretarial & Administration Skills	2018-03-25	2018-03-29	Boston
595	Communication Skills	2018-03-25	2018-03-29	Roma
596	Administrative & Executive Secretarial Skills	2018-03-25	2018-03-29	Roma
597	Advanced Documents & Records Management Compliance	2018-03-25	2018-03-29	Prague
615	E -Library Management Techniques	2018-03-25	2018-03-29	Roma
614	The Support Staff and Administrative Assistant	2018-03-25	2018-03-29	Prague
613	The Office Professional and Records Management Masterclass	2018-03-25	2018-04-05	Boston
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-03-25	2018-03-29	Washington
610	Efficient Administration Skills	2018-03-25	2018-03-29	Auckland
609	Time Management and Personal Effectiveness	2018-03-25	2018-03-29	Copenhagen
601	Effective Office Management	2018-03-25	2018-03-29	Barcelona
619	The Senior Administrator Program	2018-03-25	2018-04-05	Madrid
618	Critical Competencies for Administrators & Secretaries	2018-03-25	2018-03-29	Copenhagen
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-03-25	2018-03-29	California
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-04-01	2018-04-05	Dubai
594	Professional Secretarial & Administration Skills	2018-04-01	2018-04-05	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-04-01	2018-04-05	Athens
145	The Professional Certified Office Manager Programme	2018-04-01	2018-04-05	Washington

305	Office Management & Effective Administration Skills	2018-04-01	2018-04-05	Stockholm
358	Executive Office Administration and Secretarial Skills	2018-04-01	2018-04-05	Prague
499	Administration and Office Management: Best Practices and Technologies	2018-04-01	2018-04-05	Beirut
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-04-01	2018-04-05	Toronto
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-04-01	2018-04-05	Manama
528	Effective Report Writing Skills	2018-04-01	2018-04-05	Stockholm
529	Executive Secretariat and Office Management for Top Management	2018-04-01	2018-04-05	Boston
533	Secretariat - Future Office Management	2018-04-01	2018-04-05	Dublin
540	Key Managerial Skills for New Managers and Supervisors	2018-04-01	2018-04-05	Beirut
541	Strategies for the security of documents and electronic information	2018-04-01	2018-04-12	Stockholm
551	Archiving & Filing	2018-04-01	2018-04-05	Barcelona
552	Control and electronic archiving for Office Managers	2018-04-01	2018-04-05	Cairo
594	Professional Secretarial & Administration Skills	2018-04-01	2018-04-05	Roma
595	Communication Skills	2018-04-01	2018-04-05	Prague
596	Administrative & Executive Secretarial Skills	2018-04-01	2018-04-05	Prague
597	Advanced Documents & Records Management Compliance	2018-04-01	2018-04-05	Dublin
615	E -Library Management Techniques	2018-04-01	2018-04-05	Prague
614	The Support Staff and Administrative Assistant	2018-04-01	2018-04-05	Dublin
613	The Office Professional and Records Management Masterclass	2018-04-01	2018-04-12	Roma
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-04-01	2018-04-05	Auckland
610	Efficient Administration Skills	2018-04-01	2018-04-05	Copenhagen
609	Time Management and Personal Effectiveness	2018-04-01	2018-04-05	Beirut
601	Effective Office Management	2018-04-01	2018-04-05	Cairo
619	The Senior Administrator Program	2018-04-01	2018-04-12	Abu Dhabi
618	Critical Competencies for	2018-04-01	2018-04-05	Beirut

	<b>Administrators &amp; Secretaries</b>			
145	<b>The Professional Certified Office Manager Programme</b>	2018-04-01	2018-04-05	California
552	<b>Control and electronic archiving for Office Managers</b>	2018-04-01	2018-04-05	Riyadh
601	<b>Effective Office Management</b>	2018-04-01	2018-04-05	Riyadh
619	<b>The Senior Administrator Program</b>	2018-04-01	2018-04-12	Kuwait
533	<b>Secretariat - Future Office Management</b>	2018-04-08	2018-04-12	Dubai
528	<b>Effective Report Writing Skills</b>	2018-04-08	2018-04-12	Dubai
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-04-08	2018-04-12	Dubai
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-04-08	2018-04-12	Dubai
145	<b>The Professional Certified Office Manager Programme</b>	2018-04-08	2018-04-12	Dubai
541	<b>Strategies for the security of documents and electronic information</b>	2018-04-08	2018-04-19	Dubai
551	<b>Archiving &amp; Filing</b>	2018-04-08	2018-04-12	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-04-08	2018-04-12	Washington
145	<b>The Professional Certified Office Manager Programme</b>	2018-04-08	2018-04-12	Auckland
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-04-08	2018-04-12	Boston
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-04-08	2018-04-12	Dublin
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-04-08	2018-04-12	Los Angeles
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-04-08	2018-04-12	Manama
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-04-08	2018-04-12	Stockholm
528	<b>Effective Report Writing Skills</b>	2018-04-08	2018-04-12	Boston
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-04-08	2018-04-12	Roma
533	<b>Secretariat - Future Office Management</b>	2018-04-08	2018-04-12	Athens
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-04-08	2018-04-12	Los Angeles
541	<b>Strategies for the security of documents and electronic information</b>	2018-04-08	2018-04-19	Boston

551	Archiving & Filing	2018-04-08	2018-04-12	Cairo
552	Control and electronic archiving for Office Managers	2018-04-08	2018-04-12	Kuala Lumpur
594	Professional Secretarial & Administration Skills	2018-04-08	2018-04-12	Prague
595	Communication Skills	2018-04-08	2018-04-12	Dublin
596	Administrative & Executive Secretarial Skills	2018-04-08	2018-04-12	Dublin
597	Advanced Documents & Records Management Compliance	2018-04-08	2018-04-12	Athens
615	E -Library Management Techniques	2018-04-08	2018-04-12	Dublin
614	The Support Staff and Administrative Assistant	2018-04-08	2018-04-12	Athens
613	The Office Professional and Records Management Masterclass	2018-04-08	2018-04-19	Prague
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-04-08	2018-04-12	Copenhagen
610	Efficient Administration Skills	2018-04-08	2018-04-12	Beirut
609	Time Management and Personal Effectiveness	2018-04-08	2018-04-12	Los Angeles
601	Effective Office Management	2018-04-08	2018-04-12	Kuala Lumpur
619	The Senior Administrator Program	2018-04-08	2018-04-19	Amman
618	Critical Competencies for Administrators & Secretaries	2018-04-08	2018-04-12	Los Angeles
143	The Senior Secretary Development Programme (Professional Certificate)	2018-04-08	2018-04-12	California
551	Archiving & Filing	2018-04-08	2018-04-12	Riyadh
529	Executive Secretariat and Office Management for Top Management	2018-04-15	2018-04-19	Dubai
305	Office Management & Effective Administration Skills	2018-04-15	2018-04-19	Dubai
596	Administrative & Executive Secretarial Skills	2018-04-15	2018-04-19	Dubai
595	Communication Skills	2018-04-15	2018-04-19	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-04-15	2018-04-19	Auckland
145	The Professional Certified Office Manager Programme	2018-04-15	2018-04-19	Copenhagen
305	Office Management & Effective Administration Skills	2018-04-15	2018-04-19	Roma
358	Executive Office Administration and Secretarial Skills	2018-04-15	2018-04-19	Athens
499	Administration and Office	2018-04-15	2018-04-19	Singapore

	<b>Management: Best Practices and Technologies</b>			
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-04-15	2018-04-19	Stockholm
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-04-15	2018-04-19	Boston
528	<b>Effective Report Writing Skills</b>	2018-04-15	2018-04-19	Roma
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-04-15	2018-04-19	Prague
533	<b>Secretariat - Future Office Management</b>	2018-04-15	2018-04-19	Washington
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-04-15	2018-04-19	Singapore
541	<b>Strategies for the security of documents and electronic information</b>	2018-04-15	2018-04-26	Roma
551	<b>Archiving &amp; Filing</b>	2018-04-15	2018-04-19	Kuala Lumpur
552	<b>Control and electronic archiving for Office Managers</b>	2018-04-15	2018-04-19	London
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-04-15	2018-04-19	Dublin
595	<b>Communication Skills</b>	2018-04-15	2018-04-19	Athens
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-04-15	2018-04-19	Athens
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-04-15	2018-04-19	Washington
615	<b>E -Library Management Techniques</b>	2018-04-15	2018-04-19	Athens
614	<b>The Support Staff and Administrative Assistant</b>	2018-04-15	2018-04-19	Washington
613	<b>The Office Professional and Records Management Masterclass</b>	2018-04-15	2018-04-26	Dublin
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-04-15	2018-04-19	Beirut
610	<b>Efficient Administration Skills</b>	2018-04-15	2018-04-19	Los Angeles
609	<b>Time Management and Personal Effectiveness</b>	2018-04-15	2018-04-19	Singapore
601	<b>Effective Office Management</b>	2018-04-15	2018-04-19	London
619	<b>The Senior Administrator Program</b>	2018-04-15	2018-04-26	Jakarta
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-04-15	2018-04-19	Singapore
533	<b>Secretariat - Future Office Management</b>	2018-04-15	2018-04-19	California
597	<b>Advanced Documents &amp; Records</b>	2018-04-15	2018-04-19	California

	<b>Management Compliance</b>			
614	<b>The Support Staff and Administrative Assistant</b>	2018-04-15	2018-04-19	California
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-04-22	2018-04-26	Dubai
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-04-22	2018-04-26	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-04-22	2018-04-26	Copenhagen
145	<b>The Professional Certified Office Manager Programme</b>	2018-04-22	2018-04-26	Beirut
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-04-22	2018-04-26	Prague
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-04-22	2018-04-26	Washington
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-04-22	2018-04-26	Marrakech
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-04-22	2018-04-26	Boston
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-04-22	2018-04-26	Roma
528	<b>Effective Report Writing Skills</b>	2018-04-22	2018-04-26	Prague
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-04-22	2018-04-26	Dublin
533	<b>Secretariat - Future Office Management</b>	2018-04-22	2018-04-26	Auckland
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-04-22	2018-04-26	Marrakech
541	<b>Strategies for the security of documents and electronic information</b>	2018-04-22	2018-05-03	Prague
551	<b>Archiving &amp; Filing</b>	2018-04-22	2018-04-26	London
552	<b>Control and electronic archiving for Office Managers</b>	2018-04-22	2018-04-26	Madrid
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-04-22	2018-04-26	Athens
595	<b>Communication Skills</b>	2018-04-22	2018-04-26	Washington
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-04-22	2018-04-26	Washington
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-04-22	2018-04-26	Auckland
615	<b>E -Library Management Techniques</b>	2018-04-22	2018-04-26	Washington
614	<b>The Support Staff and Administrative Assistant</b>	2018-04-22	2018-04-26	Auckland



613	The Office Professional and Records Management Masterclass	2018-04-22	2018-05-03	Athens
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-04-22	2018-04-26	Los Angeles
610	Efficient Administration Skills	2018-04-22	2018-04-26	Singapore
609	Time Management and Personal Effectiveness	2018-04-22	2018-04-26	Marrakech
601	Effective Office Management	2018-04-22	2018-04-26	Madrid
619	The Senior Administrator Program	2018-04-22	2018-05-03	Sharm El Sheikh
618	Critical Competencies for Administrators & Secretaries	2018-04-22	2018-04-26	Marrakech
358	Executive Office Administration and Secretarial Skills	2018-04-22	2018-04-26	California
595	Communication Skills	2018-04-22	2018-04-26	California
596	Administrative & Executive Secretarial Skills	2018-04-22	2018-04-26	California
615	E -Library Management Techniques	2018-04-22	2018-04-26	California
619	The Senior Administrator Program	2018-04-22	2018-05-03	Jeddah
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-04-29	2018-05-03	Dubai
552	Control and electronic archiving for Office Managers	2018-04-29	2018-05-03	Dubai
594	Professional Secretarial & Administration Skills	2018-04-29	2018-05-03	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-04-29	2018-05-03	Beirut
145	The Professional Certified Office Manager Programme	2018-04-29	2018-05-03	Los Angeles
305	Office Management & Effective Administration Skills	2018-04-29	2018-05-03	Dublin
358	Executive Office Administration and Secretarial Skills	2018-04-29	2018-05-03	Cairo
499	Administration and Office Management: Best Practices and Technologies	2018-04-29	2018-05-03	Sydney
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-04-29	2018-05-03	Roma
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-04-29	2018-05-03	Prague
528	Effective Report Writing Skills	2018-04-29	2018-05-03	Dublin
529	Executive Secretariat and Office Management for Top Management	2018-04-29	2018-05-03	Athens

533	Secretariat - Future Office Management	2018-04-29	2018-05-03	Copenhagen
540	Key Managerial Skills for New Managers and Supervisors	2018-04-29	2018-05-03	Sydney
541	Strategies for the security of documents and electronic information	2018-04-29	2018-05-10	Dublin
551	Archiving & Filing	2018-04-29	2018-05-03	Madrid
552	Control and electronic archiving for Office Managers	2018-04-29	2018-05-03	Abu Dhabi
594	Professional Secretarial & Administration Skills	2018-04-29	2018-05-03	Washington
595	Communication Skills	2018-04-29	2018-05-03	Cairo
596	Administrative & Executive Secretarial Skills	2018-04-29	2018-05-03	Auckland
597	Advanced Documents & Records Management Compliance	2018-04-29	2018-05-03	Copenhagen
615	E -Library Management Techniques	2018-04-29	2018-05-03	Auckland
614	The Support Staff and Administrative Assistant	2018-04-29	2018-05-03	Copenhagen
613	The Office Professional and Records Management Masterclass	2018-04-29	2018-05-10	Washington
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-04-29	2018-05-03	Singapore
610	Efficient Administration Skills	2018-04-29	2018-05-03	Marrakech
609	Time Management and Personal Effectiveness	2018-04-29	2018-05-03	Sydney
601	Effective Office Management	2018-04-29	2018-05-03	Abu Dhabi
619	The Senior Administrator Program	2018-04-29	2018-05-10	Amsterdam
618	Critical Competencies for Administrators & Secretaries	2018-04-29	2018-05-03	Sydney
594	Professional Secretarial & Administration Skills	2018-04-29	2018-05-03	California
613	The Office Professional and Records Management Masterclass	2018-04-29	2018-05-10	California
358	Executive Office Administration and Secretarial Skills	2018-04-29	2018-05-03	Riyadh
595	Communication Skills	2018-04-29	2018-05-03	Riyadh
552	Control and electronic archiving for Office Managers	2018-04-29	2018-05-03	Kuwait
601	Effective Office Management	2018-04-29	2018-05-03	Kuwait
533	Secretariat - Future Office Management	2018-05-06	2018-05-10	Dubai
528	Effective Report Writing Skills	2018-05-06	2018-05-10	Dubai

499	Administration and Office Management: Best Practices and Technologies	2018-05-06	2018-05-10	Dubai
358	Executive Office Administration and Secretarial Skills	2018-05-06	2018-05-10	Dubai
145	The Professional Certified Office Manager Programme	2018-05-06	2018-05-10	Dubai
541	Strategies for the security of documents and electronic information	2018-05-06	2018-05-17	Dubai
551	Archiving & Filing	2018-05-06	2018-05-10	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-05-06	2018-05-10	Los Angeles
145	The Professional Certified Office Manager Programme	2018-05-06	2018-05-10	Singapore
305	Office Management & Effective Administration Skills	2018-05-06	2018-05-10	Athens
358	Executive Office Administration and Secretarial Skills	2018-05-06	2018-05-10	Kuala Lumpur
499	Administration and Office Management: Best Practices and Technologies	2018-05-06	2018-05-10	Milan
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-05-06	2018-05-10	Prague
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-05-06	2018-05-10	Dublin
528	Effective Report Writing Skills	2018-05-06	2018-05-10	Athens
529	Executive Secretariat and Office Management for Top Management	2018-05-06	2018-05-10	Washington
533	Secretariat - Future Office Management	2018-05-06	2018-05-10	Beirut
540	Key Managerial Skills for New Managers and Supervisors	2018-05-06	2018-05-10	Milan
541	Strategies for the security of documents and electronic information	2018-05-06	2018-05-17	Athens
551	Archiving & Filing	2018-05-06	2018-05-10	Abu Dhabi
552	Control and electronic archiving for Office Managers	2018-05-06	2018-05-10	Amman
594	Professional Secretarial & Administration Skills	2018-05-06	2018-05-10	Cairo
595	Communication Skills	2018-05-06	2018-05-10	Kuala Lumpur
596	Administrative & Executive Secretarial Skills	2018-05-06	2018-05-10	Copenhagen
597	Advanced Documents & Records	2018-05-06	2018-05-10	Beirut

	<b>Management Compliance</b>			
615	<b>E -Library Management Techniques</b>	2018-05-06	2018-05-10	Copenhagen
614	<b>The Support Staff and Administrative Assistant</b>	2018-05-06	2018-05-10	Beirut
613	<b>The Office Professional and Records Management Masterclass</b>	2018-05-06	2018-05-17	Cairo
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-05-06	2018-05-10	Marrakech
610	<b>Efficient Administration Skills</b>	2018-05-06	2018-05-10	Sydney
609	<b>Time Management and Personal Effectiveness</b>	2018-05-06	2018-05-10	Milan
601	<b>Effective Office Management</b>	2018-05-06	2018-05-10	Amman
619	<b>The Senior Administrator Program</b>	2018-05-06	2018-05-17	Casablanca
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-05-06	2018-05-10	Milan
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-05-06	2018-05-10	California
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-05-06	2018-05-10	Riyadh
613	<b>The Office Professional and Records Management Masterclass</b>	2018-05-06	2018-05-17	Riyadh
551	<b>Archiving &amp; Filing</b>	2018-05-06	2018-05-10	Kuwait
595	<b>Communication Skills</b>	2018-05-13	2018-05-17	Dubai
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-05-13	2018-05-17	Dubai
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-05-13	2018-05-17	Dubai
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-05-13	2018-05-17	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-05-13	2018-05-17	Singapore
145	<b>The Professional Certified Office Manager Programme</b>	2018-05-13	2018-05-17	Marrakech
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-05-13	2018-05-17	Washington
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-05-13	2018-05-17	London
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-05-13	2018-05-17	Barcelona
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-05-13	2018-05-17	Dublin
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-05-13	2018-05-17	Athens

528	Effective Report Writing Skills	2018-05-13	2018-05-17	Washington
529	Executive Secretariat and Office Management for Top Management	2018-05-13	2018-05-17	Cairo
533	Secretariat - Future Office Management	2018-05-13	2018-05-17	Los Angeles
540	Key Managerial Skills for New Managers and Supervisors	2018-05-13	2018-05-17	Barcelona
551	Archiving & Filing	2018-05-13	2018-05-17	Amman
552	Control and electronic archiving for Office Managers	2018-05-13	2018-05-17	Jakarta
594	Professional Secretarial & Administration Skills	2018-05-13	2018-05-17	Kuala Lumpur
595	Communication Skills	2018-05-13	2018-05-17	London
596	Administrative & Executive Secretarial Skills	2018-05-13	2018-05-17	Beirut
597	Advanced Documents & Records Management Compliance	2018-05-13	2018-05-17	Los Angeles
615	E -Library Management Techniques	2018-05-13	2018-05-17	Beirut
614	The Support Staff and Administrative Assistant	2018-05-13	2018-05-17	Los Angeles
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-05-13	2018-05-17	Sydney
610	Efficient Administration Skills	2018-05-13	2018-05-17	Milan
609	Time Management and Personal Effectiveness	2018-05-13	2018-05-17	Barcelona
601	Effective Office Management	2018-05-13	2018-05-17	Jakarta
618	Critical Competencies for Administrators & Secretaries	2018-05-13	2018-05-17	Barcelona
305	Office Management & Effective Administration Skills	2018-05-13	2018-05-17	California
528	Effective Report Writing Skills	2018-05-13	2018-05-17	California
529	Executive Secretariat and Office Management for Top Management	2018-05-13	2018-05-17	Riyadh
597	Advanced Documents & Records Management Compliance	2018-06-17	2018-06-21	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2018-06-17	2018-06-21	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-06-17	2018-06-21	Marrakech
145	The Professional Certified Office Manager Programme	2018-06-17	2018-06-21	Sydney
305	Office Management & Effective Administration Skills	2018-06-17	2018-06-21	Cairo
358	Executive Office Administration and Secretarial Skills	2018-06-17	2018-06-21	Madrid

499	Administration and Office Management: Best Practices and Technologies	2018-06-17	2018-06-21	Cairo
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-06-17	2018-06-21	Athens
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-06-17	2018-06-21	Washington
528	Effective Report Writing Skills	2018-06-17	2018-06-21	Cairo
529	Executive Secretariat and Office Management for Top Management	2018-06-17	2018-06-21	Kuala Lumpur
533	Secretariat - Future Office Management	2018-06-17	2018-06-21	Singapore
540	Key Managerial Skills for New Managers and Supervisors	2018-06-17	2018-06-21	Cairo
541	Strategies for the security of documents and electronic information	2018-06-17	2018-06-28	Washington
551	Archiving & Filing	2018-06-17	2018-06-21	Jakarta
552	Control and electronic archiving for Office Managers	2018-06-17	2018-06-21	Sharm El Sheikh
594	Professional Secretarial & Administration Skills	2018-06-17	2018-06-21	London
595	Communication Skills	2018-06-17	2018-06-21	Madrid
596	Administrative & Executive Secretarial Skills	2018-06-17	2018-06-21	Los Angeles
597	Advanced Documents & Records Management Compliance	2018-06-17	2018-06-21	Singapore
615	E -Library Management Techniques	2018-06-17	2018-06-21	Los Angeles
614	The Support Staff and Administrative Assistant	2018-06-17	2018-06-21	Singapore
613	The Office Professional and Records Management Masterclass	2018-06-17	2018-06-28	Kuala Lumpur
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-06-17	2018-06-21	Milan
610	Efficient Administration Skills	2018-06-17	2018-06-21	Barcelona
609	Time Management and Personal Effectiveness	2018-06-17	2018-06-21	Cairo
601	Effective Office Management	2018-06-17	2018-06-21	Sharm El Sheikh
619	The Senior Administrator Program	2018-06-17	2018-06-28	Paris
618	Critical Competencies for Administrators & Secretaries	2018-06-17	2018-06-21	Cairo
527	Documents and Records Management Compliance: (ISO: 15489	2018-06-17	2018-06-21	California

	Standard)			
541	Strategies for the security of documents and electronic information	2018-06-17	2018-06-28	California
305	Office Management & Effective Administration Skills	2018-06-17	2018-06-21	Riyadh
499	Administration and Office Management: Best Practices and Technologies	2018-06-17	2018-06-21	Riyadh
528	Effective Report Writing Skills	2018-06-17	2018-06-21	Riyadh
540	Key Managerial Skills for New Managers and Supervisors	2018-06-17	2018-06-21	Riyadh
609	Time Management and Personal Effectiveness	2018-06-17	2018-06-21	Riyadh
618	Critical Competencies for Administrators & Secretaries	2018-06-17	2018-06-21	Riyadh
552	Control and electronic archiving for Office Managers	2018-06-17	2018-06-21	Jeddah
601	Effective Office Management	2018-06-17	2018-06-21	Jeddah
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-06-24	2018-06-28	Dubai
552	Control and electronic archiving for Office Managers	2018-06-24	2018-06-28	Dubai
594	Professional Secretarial & Administration Skills	2018-06-24	2018-06-28	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-06-24	2018-06-28	Sydney
145	The Professional Certified Office Manager Programme	2018-06-24	2018-06-28	Milan
305	Office Management & Effective Administration Skills	2018-06-24	2018-06-28	Kuala Lumpur
358	Executive Office Administration and Secretarial Skills	2018-06-24	2018-06-28	Abu Dhabi
499	Administration and Office Management: Best Practices and Technologies	2018-06-24	2018-06-28	Kuala Lumpur
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-06-24	2018-06-28	Washington
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-06-24	2018-06-28	Cairo
528	Effective Report Writing Skills	2018-06-24	2018-06-28	Kuala Lumpur
529	Executive Secretariat and Office Management for Top Management	2018-06-24	2018-06-28	London
533	Secretariat - Future Office	2018-06-24	2018-06-28	Marrakech

	<b>Management</b>			
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-06-24	2018-06-28	Kuala Lumpur
541	<b>Strategies for the security of documents and electronic information</b>	2018-06-24	2018-07-05	Cairo
541	<b>Strategies for the security of documents and electronic information</b>	2018-06-24	2018-07-05	Kuala Lumpur
551	<b>Archiving &amp; Filing</b>	2018-06-24	2018-06-28	Sharm El Sheikh
552	<b>Control and electronic archiving for Office Managers</b>	2018-06-24	2018-06-28	Amsterdam
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-06-24	2018-06-28	Madrid
595	<b>Communication Skills</b>	2018-06-24	2018-06-28	Abu Dhabi
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-06-24	2018-06-28	Singapore
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-06-24	2018-06-28	Marrakech
615	<b>E -Library Management Techniques</b>	2018-06-24	2018-06-28	Singapore
614	<b>The Support Staff and Administrative Assistant</b>	2018-06-24	2018-06-28	Marrakech
613	<b>The Office Professional and Records Management Masterclass</b>	2018-06-24	2018-07-05	London
613	<b>The Office Professional and Records Management Masterclass</b>	2018-06-24	2018-07-05	Madrid
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-06-24	2018-06-28	Barcelona
610	<b>Efficient Administration Skills</b>	2018-06-24	2018-06-28	Cairo
609	<b>Time Management and Personal Effectiveness</b>	2018-06-24	2018-06-28	Kuala Lumpur
601	<b>Effective Office Management</b>	2018-06-24	2018-06-28	Amsterdam
619	<b>The Senior Administrator Program</b>	2018-06-24	2018-07-05	Geneva
619	<b>The Senior Administrator Program</b>	2018-06-24	2018-07-05	Vienna
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-06-24	2018-06-28	Kuala Lumpur
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-06-24	2018-06-28	California
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-06-24	2018-06-28	Riyadh
541	<b>Strategies for the security of documents and electronic information</b>	2018-06-24	2018-07-05	Riyadh



610	Efficient Administration Skills	2018-06-24	2018-06-28	Riyadh
551	Archiving & Filing	2018-06-24	2018-06-28	Jeddah
358	Executive Office Administration and Secretarial Skills	2018-06-24	2018-06-28	Kuwait
595	Communication Skills	2018-06-24	2018-06-28	Kuwait
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-07-01	2018-07-05	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-07-01	2018-07-05	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-07-01	2018-07-05	Milan
145	The Professional Certified Office Manager Programme	2018-07-01	2018-07-05	Barcelona
305	Office Management & Effective Administration Skills	2018-07-01	2018-07-05	London
358	Executive Office Administration and Secretarial Skills	2018-07-01	2018-07-05	Amman
499	Administration and Office Management: Best Practices and Technologies	2018-07-01	2018-07-05	London
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-07-01	2018-07-05	Cairo
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-07-01	2018-07-05	Kuala Lumpur
528	Effective Report Writing Skills	2018-07-01	2018-07-05	London
529	Executive Secretariat and Office Management for Top Management	2018-07-01	2018-07-05	Madrid
533	Secretariat - Future Office Management	2018-07-01	2018-07-05	Sydney
540	Key Managerial Skills for New Managers and Supervisors	2018-07-01	2018-07-05	London
541	Strategies for the security of documents and electronic information	2018-07-01	2018-07-12	London
551	Archiving & Filing	2018-07-01	2018-07-05	Amsterdam
552	Control and electronic archiving for Office Managers	2018-07-01	2018-07-05	Casablanca
594	Professional Secretarial & Administration Skills	2018-07-01	2018-07-05	Abu Dhabi
595	Communication Skills	2018-07-01	2018-07-05	Amman
596	Administrative & Executive Secretarial Skills	2018-07-01	2018-07-05	Marrakech
597	Advanced Documents & Records Management Compliance	2018-07-01	2018-07-05	Sydney

615	E -Library Management Techniques	2018-07-01	2018-07-05	Marrakech
614	The Support Staff and Administrative Assistant	2018-07-01	2018-07-05	Sydney
613	The Office Professional and Records Management Masterclass	2018-07-01	2018-07-12	Abu Dhabi
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-07-01	2018-07-05	Cairo
610	Efficient Administration Skills	2018-07-01	2018-07-05	Kuala Lumpur
609	Time Management and Personal Effectiveness	2018-07-01	2018-07-05	London
601	Effective Office Management	2018-07-01	2018-07-05	Casablanca
619	The Senior Administrator Program	2018-07-01	2018-07-12	Munich
618	Critical Competencies for Administrators & Secretaries	2018-07-01	2018-07-05	London
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-07-01	2018-07-05	Riyadh
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-07-01	2018-07-05	Riyadh
594	Professional Secretarial & Administration Skills	2018-07-01	2018-07-05	Kuwait
613	The Office Professional and Records Management Masterclass	2018-07-01	2018-07-12	Kuwait
533	Secretariat - Future Office Management	2018-07-08	2018-07-12	Dubai
528	Effective Report Writing Skills	2018-07-08	2018-07-12	Dubai
499	Administration and Office Management: Best Practices and Technologies	2018-07-08	2018-07-12	Dubai
358	Executive Office Administration and Secretarial Skills	2018-07-08	2018-07-12	Dubai
145	The Professional Certified Office Manager Programme	2018-07-08	2018-07-12	Dubai
541	Strategies for the security of documents and electronic information	2018-07-08	2018-07-19	Dubai
551	Archiving & Filing	2018-07-08	2018-07-12	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-07-08	2018-07-12	Barcelona
145	The Professional Certified Office Manager Programme	2018-07-08	2018-07-12	Cairo
305	Office Management & Effective Administration Skills	2018-07-08	2018-07-12	Madrid
358	Executive Office Administration and Secretarial Skills	2018-07-08	2018-07-12	Jakarta

499	Administration and Office Management: Best Practices and Technologies	2018-07-08	2018-07-12	Madrid
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-07-08	2018-07-12	Kuala Lumpur
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-07-08	2018-07-12	London
528	Effective Report Writing Skills	2018-07-08	2018-07-12	Madrid
529	Executive Secretariat and Office Management for Top Management	2018-07-08	2018-07-12	Abu Dhabi
533	Secretariat - Future Office Management	2018-07-08	2018-07-12	Milan
540	Key Managerial Skills for New Managers and Supervisors	2018-07-08	2018-07-12	Madrid
541	Strategies for the security of documents and electronic information	2018-07-08	2018-07-19	Madrid
551	Archiving & Filing	2018-07-08	2018-07-12	Casablanca
552	Control and electronic archiving for Office Managers	2018-07-08	2018-07-12	Paris
594	Professional Secretarial & Administration Skills	2018-07-08	2018-07-12	Amman
595	Communication Skills	2018-07-08	2018-07-12	Jakarta
596	Administrative & Executive Secretarial Skills	2018-07-08	2018-07-12	Sydney
597	Advanced Documents & Records Management Compliance	2018-07-08	2018-07-12	Milan
615	E -Library Management Techniques	2018-07-08	2018-07-12	Sydney
614	The Support Staff and Administrative Assistant	2018-07-08	2018-07-12	Milan
613	The Office Professional and Records Management Masterclass	2018-07-08	2018-07-19	Amman
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-07-08	2018-07-12	Kuala Lumpur
610	Efficient Administration Skills	2018-07-08	2018-07-12	London
609	Time Management and Personal Effectiveness	2018-07-08	2018-07-12	Madrid
601	Effective Office Management	2018-07-08	2018-07-12	Paris
619	The Senior Administrator Program	2018-07-08	2018-07-19	Istanbul
618	Critical Competencies for Administrators & Secretaries	2018-07-08	2018-07-12	Madrid
145	The Professional Certified Office Manager Programme	2018-07-08	2018-07-12	Riyadh

529	Executive Secretariat and Office Management for Top Management	2018-07-08	2018-07-12	Kuwait
595	Communication Skills	2018-07-15	2018-07-19	Dubai
529	Executive Secretariat and Office Management for Top Management	2018-07-15	2018-07-19	Dubai
305	Office Management & Effective Administration Skills	2018-07-15	2018-07-19	Dubai
596	Administrative & Executive Secretarial Skills	2018-07-15	2018-07-19	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-07-15	2018-07-19	Cairo
145	The Professional Certified Office Manager Programme	2018-07-15	2018-07-19	Kuala Lumpur
305	Office Management & Effective Administration Skills	2018-07-15	2018-07-19	Abu Dhabi
358	Executive Office Administration and Secretarial Skills	2018-07-15	2018-07-19	Sharm El Sheikh
499	Administration and Office Management: Best Practices and Technologies	2018-07-15	2018-07-19	Abu Dhabi
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-07-15	2018-07-19	London
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-07-15	2018-07-19	Madrid
528	Effective Report Writing Skills	2018-07-15	2018-07-19	Abu Dhabi
529	Executive Secretariat and Office Management for Top Management	2018-07-15	2018-07-19	Amman
533	Secretariat - Future Office Management	2018-07-15	2018-07-19	Barcelona
540	Key Managerial Skills for New Managers and Supervisors	2018-07-15	2018-07-19	Abu Dhabi
541	Strategies for the security of documents and electronic information	2018-07-15	2018-07-26	Abu Dhabi
551	Archiving & Filing	2018-07-15	2018-07-19	Paris
552	Control and electronic archiving for Office Managers	2018-07-15	2018-07-19	Geneva
594	Professional Secretarial & Administration Skills	2018-07-15	2018-07-19	Jakarta
595	Communication Skills	2018-07-15	2018-07-19	Sharm El Sheikh
596	Administrative & Executive Secretarial Skills	2018-07-15	2018-07-19	Milan
597	Advanced Documents & Records Management Compliance	2018-07-15	2018-07-19	Barcelona
615	E -Library Management Techniques	2018-07-15	2018-07-19	Milan

614	The Support Staff and Administrative Assistant	2018-07-15	2018-07-19	Barcelona
613	The Office Professional and Records Management Masterclass	2018-07-15	2018-07-26	Jakarta
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-07-15	2018-07-19	London
610	Efficient Administration Skills	2018-07-15	2018-07-19	Madrid
609	Time Management and Personal Effectiveness	2018-07-15	2018-07-19	Abu Dhabi
601	Effective Office Management	2018-07-15	2018-07-19	Geneva
619	The Senior Administrator Program	2018-07-15	2018-07-26	Toronto
618	Critical Competencies for Administrators & Secretaries	2018-07-15	2018-07-19	Abu Dhabi
143	The Senior Secretary Development Programme (Professional Certificate)	2018-07-15	2018-07-19	Riyadh
358	Executive Office Administration and Secretarial Skills	2018-07-15	2018-07-19	Jeddah
595	Communication Skills	2018-07-15	2018-07-19	Jeddah
305	Office Management & Effective Administration Skills	2018-07-15	2018-07-19	Kuwait
499	Administration and Office Management: Best Practices and Technologies	2018-07-15	2018-07-19	Kuwait
528	Effective Report Writing Skills	2018-07-15	2018-07-19	Kuwait
540	Key Managerial Skills for New Managers and Supervisors	2018-07-15	2018-07-19	Kuwait
541	Strategies for the security of documents and electronic information	2018-07-15	2018-07-26	Kuwait
609	Time Management and Personal Effectiveness	2018-07-15	2018-07-19	Kuwait
618	Critical Competencies for Administrators & Secretaries	2018-07-15	2018-07-19	Kuwait
597	Advanced Documents & Records Management Compliance	2018-07-22	2018-07-26	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2018-07-22	2018-07-26	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-07-22	2018-07-26	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-07-22	2018-07-26	Kuala Lumpur
145	The Professional Certified Office Manager Programme	2018-07-22	2018-07-26	London
305	Office Management & Effective Administration Skills	2018-07-22	2018-07-26	Amman

358	Executive Office Administration and Secretarial Skills	2018-07-22	2018-07-26	Amsterdam
499	Administration and Office Management: Best Practices and Technologies	2018-07-22	2018-07-26	Amman
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-07-22	2018-07-26	Madrid
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-07-22	2018-07-26	Abu Dhabi
528	Effective Report Writing Skills	2018-07-22	2018-07-26	Amman
529	Executive Secretariat and Office Management for Top Management	2018-07-22	2018-07-26	Jakarta
533	Secretariat - Future Office Management	2018-07-22	2018-07-26	Cairo
540	Key Managerial Skills for New Managers and Supervisors	2018-07-22	2018-07-26	Amman
541	Strategies for the security of documents and electronic information	2018-07-22	2018-08-02	Amman
551	Archiving & Filing	2018-07-22	2018-07-26	Geneva
552	Control and electronic archiving for Office Managers	2018-07-22	2018-07-26	Vienna
594	Professional Secretarial & Administration Skills	2018-07-22	2018-07-26	Sharm El Sheikh
595	Communication Skills	2018-07-22	2018-07-26	Amsterdam
596	Administrative & Executive Secretarial Skills	2018-07-22	2018-07-26	Barcelona
597	Advanced Documents & Records Management Compliance	2018-07-22	2018-07-26	Cairo
615	E -Library Management Techniques	2018-07-22	2018-07-26	Barcelona
614	The Support Staff and Administrative Assistant	2018-07-22	2018-07-26	Cairo
613	The Office Professional and Records Management Masterclass	2018-07-22	2018-08-02	Sharm El Sheikh
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-07-22	2018-07-26	Madrid
610	Efficient Administration Skills	2018-07-22	2018-07-26	Abu Dhabi
609	Time Management and Personal Effectiveness	2018-07-22	2018-07-26	Amman
601	Effective Office Management	2018-07-22	2018-07-26	Vienna
619	The Senior Administrator Program	2018-07-22	2018-08-02	Manama
618	Critical Competencies for Administrators & Secretaries	2018-07-22	2018-07-26	Amman
533	Secretariat - Future Office	2018-07-22	2018-07-26	Riyadh

	<b>Management</b>			
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-07-22	2018-07-26	Riyadh
614	<b>The Support Staff and Administrative Assistant</b>	2018-07-22	2018-07-26	Riyadh
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-07-22	2018-07-26	Jeddah
613	<b>The Office Professional and Records Management Masterclass</b>	2018-07-22	2018-08-02	Jeddah
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-07-22	2018-07-26	Kuwait
610	<b>Efficient Administration Skills</b>	2018-07-22	2018-07-26	Kuwait
552	<b>Control and electronic archiving for Office Managers</b>	2018-07-29	2018-08-02	Dubai
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-07-29	2018-08-02	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-07-29	2018-08-02	London
145	<b>The Professional Certified Office Manager Programme</b>	2018-07-29	2018-08-02	Madrid
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-07-29	2018-08-02	Jakarta
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-07-29	2018-08-02	Casablanca
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-07-29	2018-08-02	Jakarta
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-07-29	2018-08-02	Abu Dhabi
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-07-29	2018-08-02	Amman
528	<b>Effective Report Writing Skills</b>	2018-07-29	2018-08-02	Jakarta
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-07-29	2018-08-02	Sharm El Sheikh
533	<b>Secretariat - Future Office Management</b>	2018-07-29	2018-08-02	Kuala Lumpur
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-07-29	2018-08-02	Jakarta
541	<b>Strategies for the security of documents and electronic information</b>	2018-07-29	2018-08-09	Jakarta
551	<b>Archiving &amp; Filing</b>	2018-07-29	2018-08-02	Vienna
552	<b>Control and electronic archiving for Office Managers</b>	2018-07-29	2018-08-02	Munich
594	<b>Professional Secretarial &amp;</b>	2018-07-29	2018-08-02	Amsterdam

	<b>Administration Skills</b>			
595	<b>Communication Skills</b>	2018-07-29	2018-08-02	Casablanca
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-07-29	2018-08-02	Cairo
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-07-29	2018-08-02	Kuala Lumpur
615	<b>E -Library Management Techniques</b>	2018-07-29	2018-08-02	Cairo
614	<b>The Support Staff and Administrative Assistant</b>	2018-07-29	2018-08-02	Kuala Lumpur
613	<b>The Office Professional and Records Management Masterclass</b>	2018-07-29	2018-08-09	Amsterdam
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-07-29	2018-08-02	Abu Dhabi
610	<b>Efficient Administration Skills</b>	2018-07-29	2018-08-02	Amman
609	<b>Time Management and Personal Effectiveness</b>	2018-07-29	2018-08-02	Jakarta
601	<b>Effective Office Management</b>	2018-07-29	2018-08-02	Munich
619	<b>The Senior Administrator Program</b>	2018-07-29	2018-08-09	Stockholm
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-07-29	2018-08-02	Jakarta
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-07-29	2018-08-02	Riyadh
615	<b>E -Library Management Techniques</b>	2018-07-29	2018-08-02	Riyadh
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-07-29	2018-08-02	Jeddah
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-07-29	2018-08-02	Kuwait
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-07-29	2018-08-02	Kuwait
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-08-05	2018-08-09	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-08-05	2018-08-09	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-08-05	2018-08-09	Madrid
145	<b>The Professional Certified Office Manager Programme</b>	2018-08-05	2018-08-09	Abu Dhabi
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-08-05	2018-08-09	Sharm El Sheikh
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-08-05	2018-08-09	Paris
499	<b>Administration and Office Management: Best Practices and</b>	2018-08-05	2018-08-09	Sharm El Sheikh



	<b>Technologies</b>			
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-08-05	2018-08-09	Amman
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-08-05	2018-08-09	Jakarta
528	<b>Effective Report Writing Skills</b>	2018-08-05	2018-08-09	Sharm El Sheikh
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-08-05	2018-08-09	Amsterdam
533	<b>Secretariat - Future Office Management</b>	2018-08-05	2018-08-09	London
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-08-05	2018-08-09	Sharm El Sheikh
541	<b>Strategies for the security of documents and electronic information</b>	2018-08-05	2018-08-16	Sharm El Sheikh
551	<b>Archiving &amp; Filing</b>	2018-08-05	2018-08-09	Munich
552	<b>Control and electronic archiving for Office Managers</b>	2018-08-05	2018-08-09	Istanbul
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-08-05	2018-08-09	Casablanca
595	<b>Communication Skills</b>	2018-08-05	2018-08-09	Paris
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-08-05	2018-08-09	Kuala Lumpur
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-08-05	2018-08-09	London
615	<b>E -Library Management Techniques</b>	2018-08-05	2018-08-09	Kuala Lumpur
614	<b>The Support Staff and Administrative Assistant</b>	2018-08-05	2018-08-09	London
613	<b>The Office Professional and Records Management Masterclass</b>	2018-08-05	2018-08-16	Casablanca
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-08-05	2018-08-09	Amman
610	<b>Efficient Administration Skills</b>	2018-08-05	2018-08-09	Jakarta
609	<b>Time Management and Personal Effectiveness</b>	2018-08-05	2018-08-09	Sharm El Sheikh
601	<b>Effective Office Management</b>	2018-08-05	2018-08-09	Istanbul
619	<b>The Senior Administrator Program</b>	2018-08-05	2018-08-16	Boston
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-08-05	2018-08-09	Sharm El Sheikh
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-08-05	2018-08-09	Jeddah
499	<b>Administration and Office</b>	2018-08-05	2018-08-09	Jeddah

	<b>Management: Best Practices and Technologies</b>			
528	<b>Effective Report Writing Skills</b>	2018-08-05	2018-08-09	Jeddah
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-08-05	2018-08-09	Jeddah
541	<b>Strategies for the security of documents and electronic information</b>	2018-08-05	2018-08-16	Jeddah
609	<b>Time Management and Personal Effectiveness</b>	2018-08-05	2018-08-09	Jeddah
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-08-05	2018-08-09	Jeddah
145	<b>The Professional Certified Office Manager Programme</b>	2018-08-05	2018-08-09	Kuwait
533	<b>Secretariat - Future Office Management</b>	2018-08-12	2018-08-16	Dubai
528	<b>Effective Report Writing Skills</b>	2018-08-12	2018-08-16	Dubai
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-08-12	2018-08-16	Dubai
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-08-12	2018-08-16	Dubai
145	<b>The Professional Certified Office Manager Programme</b>	2018-08-12	2018-08-16	Dubai
541	<b>Strategies for the security of documents and electronic information</b>	2018-08-12	2018-08-23	Dubai
551	<b>Archiving &amp; Filing</b>	2018-08-12	2018-08-16	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-08-12	2018-08-16	Abu Dhabi
145	<b>The Professional Certified Office Manager Programme</b>	2018-08-12	2018-08-16	Amman
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-08-12	2018-08-16	Amsterdam
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-08-12	2018-08-16	Geneva
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-08-12	2018-08-16	Amsterdam
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-08-12	2018-08-16	Jakarta
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-08-12	2018-08-16	Sharm El Sheikh
528	<b>Effective Report Writing Skills</b>	2018-08-12	2018-08-16	Amsterdam
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-08-12	2018-08-16	Casablanca

533	Secretariat - Future Office Management	2018-08-12	2018-08-16	Madrid
540	Key Managerial Skills for New Managers and Supervisors	2018-08-12	2018-08-16	Amsterdam
541	Strategies for the security of documents and electronic information	2018-08-12	2018-08-23	Amsterdam
551	Archiving & Filing	2018-08-12	2018-08-16	Istanbul
552	Control and electronic archiving for Office Managers	2018-08-12	2018-08-16	Toronto
594	Professional Secretarial & Administration Skills	2018-08-12	2018-08-16	Paris
595	Communication Skills	2018-08-12	2018-08-16	Geneva
596	Administrative & Executive Secretarial Skills	2018-08-12	2018-08-16	London
597	Advanced Documents & Records Management Compliance	2018-08-12	2018-08-16	Madrid
615	E -Library Management Techniques	2018-08-12	2018-08-16	London
614	The Support Staff and Administrative Assistant	2018-08-12	2018-08-16	Madrid
613	The Office Professional and Records Management Masterclass	2018-08-12	2018-08-23	Paris
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-08-12	2018-08-16	Jakarta
610	Efficient Administration Skills	2018-08-12	2018-08-16	Sharm El Sheikh
609	Time Management and Personal Effectiveness	2018-08-12	2018-08-16	Amsterdam
601	Effective Office Management	2018-08-12	2018-08-16	Toronto
619	The Senior Administrator Program	2018-08-12	2018-08-23	Roma
618	Critical Competencies for Administrators & Secretaries	2018-08-12	2018-08-16	Amsterdam
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-08-12	2018-08-16	Jeddah
610	Efficient Administration Skills	2018-08-12	2018-08-16	Jeddah
143	The Senior Secretary Development Programme (Professional Certificate)	2018-08-12	2018-08-16	Kuwait
596	Administrative & Executive Secretarial Skills	2018-08-19	2018-08-23	Dubai
595	Communication Skills	2018-08-19	2018-08-23	Dubai
529	Executive Secretariat and Office Management for Top Management	2018-08-19	2018-08-23	Dubai
305	Office Management & Effective Administration Skills	2018-08-19	2018-08-23	Dubai

143	The Senior Secretary Development Programme (Professional Certificate)	2018-08-19	2018-08-23	Amman
145	The Professional Certified Office Manager Programme	2018-08-19	2018-08-23	Jakarta
305	Office Management & Effective Administration Skills	2018-08-19	2018-08-23	Casablanca
358	Executive Office Administration and Secretarial Skills	2018-08-19	2018-08-23	Vienna
499	Administration and Office Management: Best Practices and Technologies	2018-08-19	2018-08-23	Casablanca
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-08-19	2018-08-23	Sharm El Sheikh
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-08-19	2018-08-23	Amsterdam
528	Effective Report Writing Skills	2018-08-19	2018-08-23	Casablanca
529	Executive Secretariat and Office Management for Top Management	2018-08-19	2018-08-23	Paris
533	Secretariat - Future Office Management	2018-08-19	2018-08-23	Abu Dhabi
540	Key Managerial Skills for New Managers and Supervisors	2018-08-19	2018-08-23	Casablanca
541	Strategies for the security of documents and electronic information	2018-08-19	2018-08-30	Casablanca
551	Archiving & Filing	2018-08-19	2018-08-23	Toronto
552	Control and electronic archiving for Office Managers	2018-08-19	2018-08-23	Manama
594	Professional Secretarial & Administration Skills	2018-08-19	2018-08-23	Geneva
595	Communication Skills	2018-08-19	2018-08-23	Vienna
596	Administrative & Executive Secretarial Skills	2018-08-19	2018-08-23	Madrid
597	Advanced Documents & Records Management Compliance	2018-08-19	2018-08-23	Abu Dhabi
615	E -Library Management Techniques	2018-08-19	2018-08-23	Madrid
614	The Support Staff and Administrative Assistant	2018-08-19	2018-08-23	Abu Dhabi
613	The Office Professional and Records Management Masterclass	2018-08-19	2018-08-30	Geneva
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-08-19	2018-08-23	Sharm El Sheikh
610	Efficient Administration Skills	2018-08-19	2018-08-23	Amsterdam
609	Time Management and Personal Effectiveness	2018-08-19	2018-08-23	Casablanca

601	Effective Office Management	2018-08-19	2018-08-23	Manama
619	The Senior Administrator Program	2018-08-19	2018-08-30	Prague
618	Critical Competencies for Administrators & Secretaries	2018-08-19	2018-08-23	Casablanca
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-08-19	2018-08-23	Jeddah
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-08-19	2018-08-23	Jeddah
533	Secretariat - Future Office Management	2018-08-19	2018-08-23	Kuwait
597	Advanced Documents & Records Management Compliance	2018-08-19	2018-08-23	Kuwait
614	The Support Staff and Administrative Assistant	2018-08-19	2018-08-23	Kuwait
597	Advanced Documents & Records Management Compliance	2018-08-26	2018-08-30	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2018-08-26	2018-08-30	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-08-26	2018-08-30	Jakarta
145	The Professional Certified Office Manager Programme	2018-08-26	2018-08-30	Sharm El Sheikh
305	Office Management & Effective Administration Skills	2018-08-26	2018-08-30	Paris
358	Executive Office Administration and Secretarial Skills	2018-08-26	2018-08-30	Munich
499	Administration and Office Management: Best Practices and Technologies	2018-08-26	2018-08-30	Paris
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-08-26	2018-08-30	Amsterdam
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-08-26	2018-08-30	Casablanca
528	Effective Report Writing Skills	2018-08-26	2018-08-30	Paris
529	Executive Secretariat and Office Management for Top Management	2018-08-26	2018-08-30	Geneva
533	Secretariat - Future Office Management	2018-08-26	2018-08-30	Amman
540	Key Managerial Skills for New Managers and Supervisors	2018-08-26	2018-08-30	Paris
541	Strategies for the security of documents and electronic information	2018-08-26	2018-09-06	Paris
551	Archiving & Filing	2018-08-26	2018-08-30	Manama

552	Control and electronic archiving for Office Managers	2018-08-26	2018-08-30	Stockholm
594	Professional Secretarial & Administration Skills	2018-08-26	2018-08-30	Vienna
595	Communication Skills	2018-08-26	2018-08-30	Munich
596	Administrative & Executive Secretarial Skills	2018-08-26	2018-08-30	Abu Dhabi
597	Advanced Documents & Records Management Compliance	2018-08-26	2018-08-30	Amman
615	E -Library Management Techniques	2018-08-26	2018-08-30	Abu Dhabi
614	The Support Staff and Administrative Assistant	2018-08-26	2018-08-30	Amman
613	The Office Professional and Records Management Masterclass	2018-08-26	2018-09-06	Vienna
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-08-26	2018-08-30	Amsterdam
610	Efficient Administration Skills	2018-08-26	2018-08-30	Casablanca
609	Time Management and Personal Effectiveness	2018-08-26	2018-08-30	Paris
601	Effective Office Management	2018-08-26	2018-08-30	Stockholm
619	The Senior Administrator Program	2018-08-26	2018-09-06	Dublin
618	Critical Competencies for Administrators & Secretaries	2018-08-26	2018-08-30	Paris
145	The Professional Certified Office Manager Programme	2018-08-26	2018-08-30	Jeddah
596	Administrative & Executive Secretarial Skills	2018-08-26	2018-08-30	Kuwait
615	E -Library Management Techniques	2018-08-26	2018-08-30	Kuwait
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-09-02	2018-09-06	Dubai
552	Control and electronic archiving for Office Managers	2018-09-02	2018-09-06	Dubai
594	Professional Secretarial & Administration Skills	2018-09-02	2018-09-06	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-09-02	2018-09-06	Sharm El Sheikh
145	The Professional Certified Office Manager Programme	2018-09-02	2018-09-06	Amsterdam
305	Office Management & Effective Administration Skills	2018-09-02	2018-09-06	Geneva
358	Executive Office Administration and Secretarial Skills	2018-09-02	2018-09-06	Istanbul
499	Administration and Office Management: Best Practices and	2018-09-02	2018-09-06	Geneva

	<b>Technologies</b>			
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-09-02	2018-09-06	Casablanca
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-09-02	2018-09-06	Paris
528	<b>Effective Report Writing Skills</b>	2018-09-02	2018-09-06	Geneva
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-09-02	2018-09-06	Vienna
533	<b>Secretariat - Future Office Management</b>	2018-09-02	2018-09-06	Jakarta
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-09-02	2018-09-06	Geneva
541	<b>Strategies for the security of documents and electronic information</b>	2018-09-02	2018-09-13	Geneva
551	<b>Archiving &amp; Filing</b>	2018-09-02	2018-09-06	Stockholm
552	<b>Control and electronic archiving for Office Managers</b>	2018-09-02	2018-09-06	Boston
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-09-02	2018-09-06	Munich
595	<b>Communication Skills</b>	2018-09-02	2018-09-06	Istanbul
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-09-02	2018-09-06	Amman
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-09-02	2018-09-06	Jakarta
615	<b>E -Library Management Techniques</b>	2018-09-02	2018-09-06	Amman
614	<b>The Support Staff and Administrative Assistant</b>	2018-09-02	2018-09-06	Jakarta
613	<b>The Office Professional and Records Management Masterclass</b>	2018-09-02	2018-09-13	Munich
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-09-02	2018-09-06	Casablanca
610	<b>Efficient Administration Skills</b>	2018-09-02	2018-09-06	Paris
609	<b>Time Management and Personal Effectiveness</b>	2018-09-02	2018-09-06	Geneva
601	<b>Effective Office Management</b>	2018-09-02	2018-09-06	Boston
619	<b>The Senior Administrator Program</b>	2018-09-02	2018-09-13	Athens
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-09-02	2018-09-06	Geneva
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-09-02	2018-09-06	Jeddah
551	<b>Archiving &amp; Filing</b>	2018-09-09	2018-09-13	Dubai
541	<b>Strategies for the security of</b>	2018-09-09	2018-09-20	Dubai

	<b>documents and electronic information</b>			
<b>533</b>	<b>Secretariat - Future Office Management</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Dubai</b>
<b>528</b>	<b>Effective Report Writing Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Dubai</b>
<b>499</b>	<b>Administration and Office Management: Best Practices and Technologies</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Dubai</b>
<b>358</b>	<b>Executive Office Administration and Secretarial Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Dubai</b>
<b>145</b>	<b>The Professional Certified Office Manager Programme</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Dubai</b>
<b>143</b>	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Amsterdam</b>
<b>145</b>	<b>The Professional Certified Office Manager Programme</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Casablanca</b>
<b>305</b>	<b>Office Management &amp; Effective Administration Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Vienna</b>
<b>358</b>	<b>Executive Office Administration and Secretarial Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Toronto</b>
<b>499</b>	<b>Administration and Office Management: Best Practices and Technologies</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Vienna</b>
<b>526</b>	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Paris</b>
<b>527</b>	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Geneva</b>
<b>528</b>	<b>Effective Report Writing Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Vienna</b>
<b>529</b>	<b>Executive Secretariat and Office Management for Top Management</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Munich</b>
<b>533</b>	<b>Secretariat - Future Office Management</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Sharm El Sheikh</b>
<b>540</b>	<b>Key Managerial Skills for New Managers and Supervisors</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Vienna</b>
<b>541</b>	<b>Strategies for the security of documents and electronic information</b>	<b>2018-09-09</b>	<b>2018-09-20</b>	<b>Vienna</b>
<b>551</b>	<b>Archiving &amp; Filing</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Boston</b>
<b>552</b>	<b>Control and electronic archiving for Office Managers</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Roma</b>
<b>594</b>	<b>Professional Secretarial &amp; Administration Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Istanbul</b>
<b>595</b>	<b>Communication Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Toronto</b>
<b>596</b>	<b>Administrative &amp; Executive Secretarial Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Jakarta</b>
<b>597</b>	<b>Advanced Documents &amp; Records</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Sharm El</b>



	<b>Management Compliance</b>			<b>Sheikh</b>
<b>615</b>	<b>E -Library Management Techniques</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Jakarta</b>
<b>614</b>	<b>The Support Staff and Administrative Assistant</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Sharm El Sheikh</b>
<b>613</b>	<b>The Office Professional and Records Management Masterclass</b>	<b>2018-09-09</b>	<b>2018-09-20</b>	<b>Istanbul</b>
<b>611</b>	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Paris</b>
<b>610</b>	<b>Efficient Administration Skills</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Geneva</b>
<b>609</b>	<b>Time Management and Personal Effectiveness</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Vienna</b>
<b>601</b>	<b>Effective Office Management</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Roma</b>
<b>619</b>	<b>The Senior Administrator Program</b>	<b>2018-09-09</b>	<b>2018-09-20</b>	<b>Washington</b>
<b>618</b>	<b>Critical Competencies for Administrators &amp; Secretaries</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Vienna</b>
<b>619</b>	<b>The Senior Administrator Program</b>	<b>2018-09-09</b>	<b>2018-09-20</b>	<b>California</b>
<b>533</b>	<b>Secretariat - Future Office Management</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Jeddah</b>
<b>597</b>	<b>Advanced Documents &amp; Records Management Compliance</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Jeddah</b>
<b>614</b>	<b>The Support Staff and Administrative Assistant</b>	<b>2018-09-09</b>	<b>2018-09-13</b>	<b>Jeddah</b>
<b>596</b>	<b>Administrative &amp; Executive Secretarial Skills</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Dubai</b>
<b>529</b>	<b>Executive Secretariat and Office Management for Top Management</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Dubai</b>
<b>305</b>	<b>Office Management &amp; Effective Administration Skills</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Dubai</b>
<b>595</b>	<b>Communication Skills</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Dubai</b>
<b>143</b>	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Casablanca</b>
<b>145</b>	<b>The Professional Certified Office Manager Programme</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Paris</b>
<b>305</b>	<b>Office Management &amp; Effective Administration Skills</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Munich</b>
<b>358</b>	<b>Executive Office Administration and Secretarial Skills</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Manama</b>
<b>499</b>	<b>Administration and Office Management: Best Practices and Technologies</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Munich</b>
<b>526</b>	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Geneva</b>
<b>527</b>	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	<b>2018-09-16</b>	<b>2018-09-20</b>	<b>Vienna</b>

528	Effective Report Writing Skills	2018-09-16	2018-09-20	Munich
529	Executive Secretariat and Office Management for Top Management	2018-09-16	2018-09-20	Istanbul
533	Secretariat - Future Office Management	2018-09-16	2018-09-20	Amsterdam
540	Key Managerial Skills for New Managers and Supervisors	2018-09-16	2018-09-20	Munich
541	Strategies for the security of documents and electronic information	2018-09-16	2018-09-27	Munich
551	Archiving & Filing	2018-09-16	2018-09-20	Roma
552	Control and electronic archiving for Office Managers	2018-09-16	2018-09-20	Prague
594	Professional Secretarial & Administration Skills	2018-09-16	2018-09-20	Toronto
595	Communication Skills	2018-09-16	2018-09-20	Manama
596	Administrative & Executive Secretarial Skills	2018-09-16	2018-09-20	Sharm El Sheikh
597	Advanced Documents & Records Management Compliance	2018-09-16	2018-09-20	Amsterdam
615	E -Library Management Techniques	2018-09-16	2018-09-20	Sharm El Sheikh
614	The Support Staff and Administrative Assistant	2018-09-16	2018-09-20	Amsterdam
613	The Office Professional and Records Management Masterclass	2018-09-16	2018-09-27	Toronto
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-09-16	2018-09-20	Geneva
610	Efficient Administration Skills	2018-09-16	2018-09-20	Vienna
609	Time Management and Personal Effectiveness	2018-09-16	2018-09-20	Munich
601	Effective Office Management	2018-09-16	2018-09-20	Prague
619	The Senior Administrator Program	2018-09-16	2018-09-27	Cairo
618	Critical Competencies for Administrators & Secretaries	2018-09-16	2018-09-20	Munich
619	The Senior Administrator Program	2018-09-16	2018-09-27	Riyadh
596	Administrative & Executive Secretarial Skills	2018-09-16	2018-09-20	Jeddah
615	E -Library Management Techniques	2018-09-16	2018-09-20	Jeddah
597	Advanced Documents & Records Management Compliance	2018-09-23	2018-09-27	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2018-09-23	2018-09-27	Dubai
143	The Senior Secretary Development	2018-09-23	2018-09-27	Paris

	<b>Programme (Professional Certificate)</b>			
145	<b>The Professional Certified Office Manager Programme</b>	2018-09-23	2018-09-27	Geneva
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-09-23	2018-09-27	Istanbul
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-09-23	2018-09-27	Stockholm
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-09-23	2018-09-27	Istanbul
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-09-23	2018-09-27	Vienna
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-09-23	2018-09-27	Munich
528	<b>Effective Report Writing Skills</b>	2018-09-23	2018-09-27	Istanbul
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-09-23	2018-09-27	Toronto
533	<b>Secretariat - Future Office Management</b>	2018-09-23	2018-09-27	Casablanca
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-09-23	2018-09-27	Istanbul
541	<b>Strategies for the security of documents and electronic information</b>	2018-09-23	2018-10-04	Istanbul
541	<b>Strategies for the security of documents and electronic information</b>	2018-09-23	2018-10-04	Toronto
551	<b>Archiving &amp; Filing</b>	2018-09-23	2018-09-27	Prague
552	<b>Control and electronic archiving for Office Managers</b>	2018-09-23	2018-09-27	Dublin
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-09-23	2018-09-27	Manama
595	<b>Communication Skills</b>	2018-09-23	2018-09-27	Stockholm
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-09-23	2018-09-27	Amsterdam
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-09-23	2018-09-27	Casablanca
615	<b>E -Library Management Techniques</b>	2018-09-23	2018-09-27	Amsterdam
614	<b>The Support Staff and Administrative Assistant</b>	2018-09-23	2018-09-27	Casablanca
613	<b>The Office Professional and Records Management Masterclass</b>	2018-09-23	2018-10-04	Manama
613	<b>The Office Professional and Records Management Masterclass</b>	2018-09-23	2018-10-04	Stockholm
611	<b>Organising and Behavioural Skills for Administrative Professionals-</b>	2018-09-23	2018-09-27	Vienna

	<b>Executive Secretaries-PAs</b>			
610	<b>Efficient Administration Skills</b>	2018-09-23	2018-09-27	Munich
609	<b>Time Management and Personal Effectiveness</b>	2018-09-23	2018-09-27	Istanbul
601	<b>Effective Office Management</b>	2018-09-23	2018-09-27	Dublin
619	<b>The Senior Administrator Program</b>	2018-09-23	2018-10-04	Kuala Lumpur
619	<b>The Senior Administrator Program</b>	2018-09-23	2018-10-04	London
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-09-23	2018-09-27	Istanbul
552	<b>Control and electronic archiving for Office Managers</b>	2018-09-30	2018-10-04	Dubai
541	<b>Strategies for the security of documents and electronic information</b>	2018-09-30	2018-10-11	Dubai
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-09-30	2018-10-04	Dubai
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-09-30	2018-10-04	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-09-30	2018-10-04	Geneva
145	<b>The Professional Certified Office Manager Programme</b>	2018-09-30	2018-10-04	Vienna
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-09-30	2018-10-04	Toronto
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-09-30	2018-10-04	Boston
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-09-30	2018-10-04	Toronto
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-09-30	2018-10-04	Munich
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-09-30	2018-10-04	Istanbul
528	<b>Effective Report Writing Skills</b>	2018-09-30	2018-10-04	Toronto
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-09-30	2018-10-04	Manama
533	<b>Secretariat - Future Office Management</b>	2018-09-30	2018-10-04	Paris
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-09-30	2018-10-04	Toronto
541	<b>Strategies for the security of documents and electronic information</b>	2018-09-30	2018-10-11	Manama
551	<b>Archiving &amp; Filing</b>	2018-09-30	2018-10-04	Dublin

552	Control and electronic archiving for Office Managers	2018-09-30	2018-10-04	Athens
594	Professional Secretarial & Administration Skills	2018-09-30	2018-10-04	Stockholm
595	Communication Skills	2018-09-30	2018-10-04	Boston
596	Administrative & Executive Secretarial Skills	2018-09-30	2018-10-04	Casablanca
597	Advanced Documents & Records Management Compliance	2018-09-30	2018-10-04	Paris
615	E -Library Management Techniques	2018-09-30	2018-10-04	Casablanca
614	The Support Staff and Administrative Assistant	2018-09-30	2018-10-04	Paris
613	The Office Professional and Records Management Masterclass	2018-09-30	2018-10-11	Boston
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-09-30	2018-10-04	Munich
610	Efficient Administration Skills	2018-09-30	2018-10-04	Istanbul
609	Time Management and Personal Effectiveness	2018-09-30	2018-10-04	Toronto
601	Effective Office Management	2018-09-30	2018-10-04	Athens
619	The Senior Administrator Program	2018-09-30	2018-10-11	Madrid
618	Critical Competencies for Administrators & Secretaries	2018-09-30	2018-10-04	Toronto
551	Archiving & Filing	2018-10-07	2018-10-11	Dubai
533	Secretariat - Future Office Management	2018-10-07	2018-10-11	Dubai
528	Effective Report Writing Skills	2018-10-07	2018-10-11	Dubai
499	Administration and Office Management: Best Practices and Technologies	2018-10-07	2018-10-11	Dubai
358	Executive Office Administration and Secretarial Skills	2018-10-07	2018-10-11	Dubai
145	The Professional Certified Office Manager Programme	2018-10-07	2018-10-11	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-10-07	2018-10-11	Vienna
145	The Professional Certified Office Manager Programme	2018-10-07	2018-10-11	Munich
305	Office Management & Effective Administration Skills	2018-10-07	2018-10-11	Manama
358	Executive Office Administration and Secretarial Skills	2018-10-07	2018-10-11	Roma
499	Administration and Office Management: Best Practices and Technologies	2018-10-07	2018-10-11	Manama

526	Advanced Office Management & Secretarial Effective Administration Skills	2018-10-07	2018-10-11	Istanbul
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-10-07	2018-10-11	Toronto
528	Effective Report Writing Skills	2018-10-07	2018-10-11	Manama
529	Executive Secretariat and Office Management for Top Management	2018-10-07	2018-10-11	Stockholm
533	Secretariat - Future Office Management	2018-10-07	2018-10-11	Geneva
540	Key Managerial Skills for New Managers and Supervisors	2018-10-07	2018-10-11	Manama
541	Strategies for the security of documents and electronic information	2018-10-07	2018-10-18	Stockholm
551	Archiving & Filing	2018-10-07	2018-10-11	Athens
552	Control and electronic archiving for Office Managers	2018-10-07	2018-10-11	Washington
594	Professional Secretarial & Administration Skills	2018-10-07	2018-10-11	Boston
595	Communication Skills	2018-10-07	2018-10-11	Roma
596	Administrative & Executive Secretarial Skills	2018-10-07	2018-10-11	Paris
597	Advanced Documents & Records Management Compliance	2018-10-07	2018-10-11	Geneva
615	E -Library Management Techniques	2018-10-07	2018-10-11	Paris
614	The Support Staff and Administrative Assistant	2018-10-07	2018-10-11	Geneva
613	The Office Professional and Records Management Masterclass	2018-10-07	2018-10-18	Roma
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-10-07	2018-10-11	Istanbul
610	Efficient Administration Skills	2018-10-07	2018-10-11	Toronto
609	Time Management and Personal Effectiveness	2018-10-07	2018-10-11	Manama
601	Effective Office Management	2018-10-07	2018-10-11	Washington
619	The Senior Administrator Program	2018-10-07	2018-10-18	Abu Dhabi
618	Critical Competencies for Administrators & Secretaries	2018-10-07	2018-10-11	Manama
552	Control and electronic archiving for Office Managers	2018-10-07	2018-10-11	California
601	Effective Office Management	2018-10-07	2018-10-11	California
619	The Senior Administrator Program	2018-10-07	2018-10-18	Kuwait
596	Administrative & Executive	2018-10-14	2018-10-18	Dubai

	<b>Secretarial Skills</b>			
<b>529</b>	<b>Executive Secretariat and Office Management for Top Management</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Dubai</b>
<b>305</b>	<b>Office Management &amp; Effective Administration Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Dubai</b>
<b>595</b>	<b>Communication Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Dubai</b>
<b>143</b>	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Munich</b>
<b>145</b>	<b>The Professional Certified Office Manager Programme</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Istanbul</b>
<b>305</b>	<b>Office Management &amp; Effective Administration Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Stockholm</b>
<b>358</b>	<b>Executive Office Administration and Secretarial Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Prague</b>
<b>499</b>	<b>Administration and Office Management: Best Practices and Technologies</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Stockholm</b>
<b>526</b>	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Toronto</b>
<b>527</b>	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Manama</b>
<b>528</b>	<b>Effective Report Writing Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Stockholm</b>
<b>529</b>	<b>Executive Secretariat and Office Management for Top Management</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Boston</b>
<b>533</b>	<b>Secretariat - Future Office Management</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Vienna</b>
<b>540</b>	<b>Key Managerial Skills for New Managers and Supervisors</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Stockholm</b>
<b>541</b>	<b>Strategies for the security of documents and electronic information</b>	<b>2018-10-14</b>	<b>2018-10-25</b>	<b>Boston</b>
<b>551</b>	<b>Archiving &amp; Filing</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Washington</b>
<b>552</b>	<b>Control and electronic archiving for Office Managers</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Cairo</b>
<b>594</b>	<b>Professional Secretarial &amp; Administration Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Roma</b>
<b>595</b>	<b>Communication Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Prague</b>
<b>596</b>	<b>Administrative &amp; Executive Secretarial Skills</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Geneva</b>
<b>597</b>	<b>Advanced Documents &amp; Records Management Compliance</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Vienna</b>
<b>615</b>	<b>E -Library Management Techniques</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Geneva</b>
<b>614</b>	<b>The Support Staff and Administrative Assistant</b>	<b>2018-10-14</b>	<b>2018-10-18</b>	<b>Vienna</b>
<b>613</b>	<b>The Office Professional and Records</b>	<b>2018-10-14</b>	<b>2018-10-25</b>	<b>Prague</b>

	<b>Management Masterclass</b>			
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-10-14	2018-10-18	Toronto
610	<b>Efficient Administration Skills</b>	2018-10-14	2018-10-18	Manama
609	<b>Time Management and Personal Effectiveness</b>	2018-10-14	2018-10-18	Stockholm
601	<b>Effective Office Management</b>	2018-10-14	2018-10-18	Cairo
619	<b>The Senior Administrator Program</b>	2018-10-14	2018-10-25	Amman
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-10-14	2018-10-18	Stockholm
551	<b>Archiving &amp; Filing</b>	2018-10-14	2018-10-18	California
552	<b>Control and electronic archiving for Office Managers</b>	2018-10-14	2018-10-18	Riyadh
601	<b>Effective Office Management</b>	2018-10-14	2018-10-18	Riyadh
541	<b>Strategies for the security of documents and electronic information</b>	2018-10-21	2018-11-01	Kuala Lumpur
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-10-21	2018-10-25	Dubai
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-10-21	2018-10-25	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-10-21	2018-10-25	Istanbul
145	<b>The Professional Certified Office Manager Programme</b>	2018-10-21	2018-10-25	Toronto
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-10-21	2018-10-25	Boston
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-10-21	2018-10-25	Dublin
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-10-21	2018-10-25	Boston
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-10-21	2018-10-25	Manama
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-10-21	2018-10-25	Stockholm
528	<b>Effective Report Writing Skills</b>	2018-10-21	2018-10-25	Boston
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-10-21	2018-10-25	Roma
533	<b>Secretariat - Future Office Management</b>	2018-10-21	2018-10-25	Munich
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-10-21	2018-10-25	Boston
541	<b>Strategies for the security of</b>	2018-10-21	2018-11-01	Roma



	<b>documents and electronic information</b>			
551	<b>Archiving &amp; Filing</b>	2018-10-21	2018-10-25	Cairo
552	<b>Control and electronic archiving for Office Managers</b>	2018-10-21	2018-10-25	Kuala Lumpur
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-10-21	2018-10-25	Prague
595	<b>Communication Skills</b>	2018-10-21	2018-10-25	Dublin
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-10-21	2018-10-25	Vienna
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-10-21	2018-10-25	Munich
615	<b>E -Library Management Techniques</b>	2018-10-21	2018-10-25	Vienna
614	<b>The Support Staff and Administrative Assistant</b>	2018-10-21	2018-10-25	Munich
613	<b>The Office Professional and Records Management Masterclass</b>	2018-10-21	2018-11-01	Dublin
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-10-21	2018-10-25	Manama
610	<b>Efficient Administration Skills</b>	2018-10-21	2018-10-25	Stockholm
609	<b>Time Management and Personal Effectiveness</b>	2018-10-21	2018-10-25	Boston
601	<b>Effective Office Management</b>	2018-10-21	2018-10-25	Kuala Lumpur
619	<b>The Senior Administrator Program</b>	2018-10-21	2018-11-01	Jakarta
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-10-21	2018-10-25	Boston
551	<b>Archiving &amp; Filing</b>	2018-10-21	2018-10-25	Riyadh
552	<b>Control and electronic archiving for Office Managers</b>	2018-10-28	2018-11-01	Dubai
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-10-28	2018-11-01	Dubai
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-10-28	2018-11-01	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-10-28	2018-11-01	Dubai
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-10-28	2018-11-01	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-10-28	2018-11-01	Toronto
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-10-28	2018-11-01	Manama
145	<b>The Professional Certified Office Manager Programme</b>	2018-10-28	2018-11-01	Manama

145	The Professional Certified Office Manager Programme	2018-10-28	2018-11-01	Stockholm
305	Office Management & Effective Administration Skills	2018-10-28	2018-11-01	Roma
305	Office Management & Effective Administration Skills	2018-10-28	2018-11-01	Prague
358	Executive Office Administration and Secretarial Skills	2018-10-28	2018-11-01	Athens
358	Executive Office Administration and Secretarial Skills	2018-10-28	2018-11-01	Washington
499	Administration and Office Management: Best Practices and Technologies	2018-10-28	2018-11-01	Roma
499	Administration and Office Management: Best Practices and Technologies	2018-10-28	2018-11-01	Prague
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-10-28	2018-11-01	Stockholm
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-10-28	2018-11-01	Boston
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-10-28	2018-11-01	Boston
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-10-28	2018-11-01	Roma
528	Effective Report Writing Skills	2018-10-28	2018-11-01	Roma
528	Effective Report Writing Skills	2018-10-28	2018-11-01	Prague
529	Executive Secretariat and Office Management for Top Management	2018-10-28	2018-11-01	Prague
529	Executive Secretariat and Office Management for Top Management	2018-10-28	2018-11-01	Dublin
533	Secretariat - Future Office Management	2018-10-28	2018-11-01	Istanbul
533	Secretariat - Future Office Management	2018-10-28	2018-11-01	Toronto
540	Key Managerial Skills for New Managers and Supervisors	2018-10-28	2018-11-01	Roma
540	Key Managerial Skills for New Managers and Supervisors	2018-10-28	2018-11-01	Prague
541	Strategies for the security of documents and electronic information	2018-10-28	2018-11-08	Prague
551	Archiving & Filing	2018-10-28	2018-11-01	Kuala Lumpur
551	Archiving & Filing	2018-10-28	2018-11-01	London

552	Control and electronic archiving for Office Managers	2018-10-28	2018-11-01	London
552	Control and electronic archiving for Office Managers	2018-10-28	2018-11-01	Madrid
594	Professional Secretarial & Administration Skills	2018-10-28	2018-11-01	Dublin
594	Professional Secretarial & Administration Skills	2018-10-28	2018-11-01	Athens
595	Communication Skills	2018-10-28	2018-11-01	Athens
595	Communication Skills	2018-10-28	2018-11-01	Washington
596	Administrative & Executive Secretarial Skills	2018-10-28	2018-11-01	Munich
596	Administrative & Executive Secretarial Skills	2018-10-28	2018-11-01	Istanbul
597	Advanced Documents & Records Management Compliance	2018-10-28	2018-11-01	Istanbul
597	Advanced Documents & Records Management Compliance	2018-10-28	2018-11-01	Toronto
615	E -Library Management Techniques	2018-10-28	2018-11-01	Munich
615	E -Library Management Techniques	2018-10-28	2018-11-01	Istanbul
614	The Support Staff and Administrative Assistant	2018-10-28	2018-11-01	Istanbul
614	The Support Staff and Administrative Assistant	2018-10-28	2018-11-01	Toronto
613	The Office Professional and Records Management Masterclass	2018-10-28	2018-11-08	Athens
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-10-28	2018-11-01	Stockholm
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-10-28	2018-11-01	Boston
610	Efficient Administration Skills	2018-10-28	2018-11-01	Boston
610	Efficient Administration Skills	2018-10-28	2018-11-01	Roma
609	Time Management and Personal Effectiveness	2018-10-28	2018-11-01	Roma
609	Time Management and Personal Effectiveness	2018-10-28	2018-11-01	Prague
601	Effective Office Management	2018-10-28	2018-11-01	London
601	Effective Office Management	2018-10-28	2018-11-01	Madrid
619	The Senior Administrator Program	2018-10-28	2018-11-08	Sharm El Sheikh
618	Critical Competencies for Administrators & Secretaries	2018-10-28	2018-11-01	Roma
618	Critical Competencies for Administrators & Secretaries	2018-10-28	2018-11-01	Prague

358	Executive Office Administration and Secretarial Skills	2018-10-28	2018-11-01	California
595	Communication Skills	2018-10-28	2018-11-01	California
619	The Senior Administrator Program	2018-10-28	2018-11-08	Jeddah
551	Archiving & Filing	2018-11-04	2018-11-08	Dubai
541	Strategies for the security of documents and electronic information	2018-11-04	2018-11-15	Dubai
533	Secretariat - Future Office Management	2018-11-04	2018-11-08	Dubai
528	Effective Report Writing Skills	2018-11-04	2018-11-08	Dubai
499	Administration and Office Management: Best Practices and Technologies	2018-11-04	2018-11-08	Dubai
358	Executive Office Administration and Secretarial Skills	2018-11-04	2018-11-08	Dubai
145	The Professional Certified Office Manager Programme	2018-11-04	2018-11-08	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-11-04	2018-11-08	Stockholm
145	The Professional Certified Office Manager Programme	2018-11-04	2018-11-08	Boston
305	Office Management & Effective Administration Skills	2018-11-04	2018-11-08	Dublin
358	Executive Office Administration and Secretarial Skills	2018-11-04	2018-11-08	Auckland
499	Administration and Office Management: Best Practices and Technologies	2018-11-04	2018-11-08	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-11-04	2018-11-08	Roma
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-11-04	2018-11-08	Prague
528	Effective Report Writing Skills	2018-11-04	2018-11-08	Dublin
529	Executive Secretariat and Office Management for Top Management	2018-11-04	2018-11-08	Athens
533	Secretariat - Future Office Management	2018-11-04	2018-11-08	Manama
540	Key Managerial Skills for New Managers and Supervisors	2018-11-04	2018-11-08	Dublin
541	Strategies for the security of documents and electronic information	2018-11-04	2018-11-15	Dublin
551	Archiving & Filing	2018-11-04	2018-11-08	Madrid
552	Control and electronic archiving for	2018-11-04	2018-11-08	Abu Dhabi

	<b>Office Managers</b>			
<b>594</b>	<b>Professional Secretarial &amp; Administration Skills</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Washington</b>
<b>595</b>	<b>Communication Skills</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Auckland</b>
<b>596</b>	<b>Administrative &amp; Executive Secretarial Skills</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Toronto</b>
<b>597</b>	<b>Advanced Documents &amp; Records Management Compliance</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Manama</b>
<b>615</b>	<b>E -Library Management Techniques</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Toronto</b>
<b>614</b>	<b>The Support Staff and Administrative Assistant</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Manama</b>
<b>613</b>	<b>The Office Professional and Records Management Masterclass</b>	<b>2018-11-04</b>	<b>2018-11-15</b>	<b>Washington</b>
<b>611</b>	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Roma</b>
<b>610</b>	<b>Efficient Administration Skills</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Prague</b>
<b>609</b>	<b>Time Management and Personal Effectiveness</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Dublin</b>
<b>601</b>	<b>Effective Office Management</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Abu Dhabi</b>
<b>619</b>	<b>The Senior Administrator Program</b>	<b>2018-11-04</b>	<b>2018-11-15</b>	<b>Amsterdam</b>
<b>618</b>	<b>Critical Competencies for Administrators &amp; Secretaries</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Dublin</b>
<b>594</b>	<b>Professional Secretarial &amp; Administration Skills</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>California</b>
<b>613</b>	<b>The Office Professional and Records Management Masterclass</b>	<b>2018-11-04</b>	<b>2018-11-15</b>	<b>California</b>
<b>552</b>	<b>Control and electronic archiving for Office Managers</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Kuwait</b>
<b>601</b>	<b>Effective Office Management</b>	<b>2018-11-04</b>	<b>2018-11-08</b>	<b>Kuwait</b>
<b>596</b>	<b>Administrative &amp; Executive Secretarial Skills</b>	<b>2018-11-11</b>	<b>2018-11-15</b>	<b>Dubai</b>
<b>529</b>	<b>Executive Secretariat and Office Management for Top Management</b>	<b>2018-11-11</b>	<b>2018-11-15</b>	<b>Dubai</b>
<b>305</b>	<b>Office Management &amp; Effective Administration Skills</b>	<b>2018-11-11</b>	<b>2018-11-15</b>	<b>Dubai</b>
<b>595</b>	<b>Communication Skills</b>	<b>2018-11-11</b>	<b>2018-11-15</b>	<b>Dubai</b>
<b>143</b>	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	<b>2018-11-11</b>	<b>2018-11-15</b>	<b>Boston</b>
<b>145</b>	<b>The Professional Certified Office Manager Programme</b>	<b>2018-11-11</b>	<b>2018-11-15</b>	<b>Roma</b>
<b>305</b>	<b>Office Management &amp; Effective Administration Skills</b>	<b>2018-11-11</b>	<b>2018-11-15</b>	<b>Athens</b>
<b>358</b>	<b>Executive Office Administration and Secretarial Skills</b>	<b>2018-11-11</b>	<b>2018-11-15</b>	<b>Copenhagen</b>

499	Administration and Office Management: Best Practices and Technologies	2018-11-11	2018-11-15	Athens
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-11-11	2018-11-15	Prague
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-11-11	2018-11-15	Dublin
528	Effective Report Writing Skills	2018-11-11	2018-11-15	Athens
529	Executive Secretariat and Office Management for Top Management	2018-11-11	2018-11-15	Washington
533	Secretariat - Future Office Management	2018-11-11	2018-11-15	Stockholm
540	Key Managerial Skills for New Managers and Supervisors	2018-11-11	2018-11-15	Athens
541	Strategies for the security of documents and electronic information	2018-11-11	2018-11-22	Athens
551	Archiving & Filing	2018-11-11	2018-11-15	Abu Dhabi
552	Control and electronic archiving for Office Managers	2018-11-11	2018-11-15	Amman
594	Professional Secretarial & Administration Skills	2018-11-11	2018-11-15	Auckland
595	Communication Skills	2018-11-11	2018-11-15	Copenhagen
596	Administrative & Executive Secretarial Skills	2018-11-11	2018-11-15	Manama
597	Advanced Documents & Records Management Compliance	2018-11-11	2018-11-15	Stockholm
615	E -Library Management Techniques	2018-11-11	2018-11-15	Manama
614	The Support Staff and Administrative Assistant	2018-11-11	2018-11-15	Stockholm
613	The Office Professional and Records Management Masterclass	2018-11-11	2018-11-22	Auckland
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-11-11	2018-11-15	Prague
610	Efficient Administration Skills	2018-11-11	2018-11-15	Dublin
609	Time Management and Personal Effectiveness	2018-11-11	2018-11-15	Athens
601	Effective Office Management	2018-11-11	2018-11-15	Amman
619	The Senior Administrator Program	2018-11-11	2018-11-22	Casablanca
618	Critical Competencies for Administrators & Secretaries	2018-11-11	2018-11-15	Athens
529	Executive Secretariat and Office Management for Top Management	2018-11-11	2018-11-15	California
551	Archiving & Filing	2018-11-11	2018-11-15	Kuwait

597	Advanced Documents & Records Management Compliance	2018-11-18	2018-11-22	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2018-11-18	2018-11-22	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-11-18	2018-11-22	Roma
145	The Professional Certified Office Manager Programme	2018-11-18	2018-11-22	Prague
305	Office Management & Effective Administration Skills	2018-11-18	2018-11-22	Washington
358	Executive Office Administration and Secretarial Skills	2018-11-18	2018-11-22	Beirut
499	Administration and Office Management: Best Practices and Technologies	2018-11-18	2018-11-22	Washington
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-11-18	2018-11-22	Dublin
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-11-18	2018-11-22	Athens
528	Effective Report Writing Skills	2018-11-18	2018-11-22	Washington
529	Executive Secretariat and Office Management for Top Management	2018-11-18	2018-11-22	Auckland
533	Secretariat - Future Office Management	2018-11-18	2018-11-22	Boston
540	Key Managerial Skills for New Managers and Supervisors	2018-11-18	2018-11-22	Washington
541	Strategies for the security of documents and electronic information	2018-11-18	2018-11-29	Washington
551	Archiving & Filing	2018-11-18	2018-11-22	Amman
552	Control and electronic archiving for Office Managers	2018-11-18	2018-11-22	Jakarta
594	Professional Secretarial & Administration Skills	2018-11-18	2018-11-22	Copenhagen
595	Communication Skills	2018-11-18	2018-11-22	Beirut
596	Administrative & Executive Secretarial Skills	2018-11-18	2018-11-22	Stockholm
597	Advanced Documents & Records Management Compliance	2018-11-18	2018-11-22	Boston
615	E -Library Management Techniques	2018-11-18	2018-11-22	Stockholm
614	The Support Staff and Administrative Assistant	2018-11-18	2018-11-22	Boston
613	The Office Professional and Records Management Masterclass	2018-11-18	2018-11-29	Copenhagen
611	Organising and Behavioural Skills for	2018-11-18	2018-11-22	Dublin

	<b>Administrative Professionals- Executive Secretaries-PAs</b>			
610	<b>Efficient Administration Skills</b>	2018-11-18	2018-11-22	Athens
609	<b>Time Management and Personal Effectiveness</b>	2018-11-18	2018-11-22	Washington
601	<b>Effective Office Management</b>	2018-11-18	2018-11-22	Jakarta
619	<b>The Senior Administrator Program</b>	2018-11-18	2018-11-29	Paris
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-11-18	2018-11-22	Washington
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-11-18	2018-11-22	California
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-11-18	2018-11-22	California
528	<b>Effective Report Writing Skills</b>	2018-11-18	2018-11-22	California
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-11-18	2018-11-22	California
541	<b>Strategies for the security of documents and electronic information</b>	2018-11-18	2018-11-29	California
609	<b>Time Management and Personal Effectiveness</b>	2018-11-18	2018-11-22	California
618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-11-18	2018-11-22	California
552	<b>Control and electronic archiving for Office Managers</b>	2018-11-25	2018-11-29	Dubai
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-11-25	2018-11-29	Dubai
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-11-25	2018-11-29	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-11-25	2018-11-29	Prague
145	<b>The Professional Certified Office Manager Programme</b>	2018-11-25	2018-11-29	Dublin
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-11-25	2018-11-29	Auckland
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-11-25	2018-11-29	Los Angeles
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-11-25	2018-11-29	Cairo
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-11-25	2018-11-29	Athens
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-11-25	2018-11-29	Washington



528	Effective Report Writing Skills	2018-11-25	2018-11-29	Auckland
529	Executive Secretariat and Office Management for Top Management	2018-11-25	2018-11-29	Copenhagen
533	Secretariat - Future Office Management	2018-11-25	2018-11-29	Roma
540	Key Managerial Skills for New Managers and Supervisors	2018-11-25	2018-11-29	Cairo
541	Strategies for the security of documents and electronic information	2018-11-25	2018-12-06	Auckland
551	Archiving & Filing	2018-11-25	2018-11-29	Jakarta
552	Control and electronic archiving for Office Managers	2018-11-25	2018-11-29	Sharm El Sheikh
594	Professional Secretarial & Administration Skills	2018-11-25	2018-11-29	Beirut
595	Communication Skills	2018-11-25	2018-11-29	Los Angeles
596	Administrative & Executive Secretarial Skills	2018-11-25	2018-11-29	Boston
597	Advanced Documents & Records Management Compliance	2018-11-25	2018-11-29	Roma
615	E -Library Management Techniques	2018-11-25	2018-11-29	Boston
614	The Support Staff and Administrative Assistant	2018-11-25	2018-11-29	Roma
613	The Office Professional and Records Management Masterclass	2018-11-25	2018-12-06	Beirut
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-11-25	2018-11-29	Athens
610	Efficient Administration Skills	2018-11-25	2018-11-29	Washington
609	Time Management and Personal Effectiveness	2018-11-25	2018-11-29	Cairo
601	Effective Office Management	2018-11-25	2018-11-29	Sharm El Sheikh
619	The Senior Administrator Program	2018-11-25	2018-12-06	Geneva
618	Critical Competencies for Administrators & Secretaries	2018-11-25	2018-11-29	Cairo
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-11-25	2018-11-29	California
610	Efficient Administration Skills	2018-11-25	2018-11-29	California
499	Administration and Office Management: Best Practices and Technologies	2018-11-25	2018-11-29	Riyadh
540	Key Managerial Skills for New Managers and Supervisors	2018-11-25	2018-11-29	Riyadh
609	Time Management and Personal Effectiveness	2018-11-25	2018-11-29	Riyadh

618	<b>Critical Competencies for Administrators &amp; Secretaries</b>	2018-11-25	2018-11-29	Riyadh
552	<b>Control and electronic archiving for Office Managers</b>	2018-11-25	2018-11-29	Jeddah
601	<b>Effective Office Management</b>	2018-11-25	2018-11-29	Jeddah
551	<b>Archiving &amp; Filing</b>	2018-12-02	2018-12-06	Dubai
541	<b>Strategies for the security of documents and electronic information</b>	2018-12-02	2018-12-13	Dubai
533	<b>Secretariat - Future Office Management</b>	2018-12-02	2018-12-06	Dubai
528	<b>Effective Report Writing Skills</b>	2018-12-02	2018-12-06	Dubai
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-12-02	2018-12-06	Dubai
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-12-02	2018-12-06	Dubai
145	<b>The Professional Certified Office Manager Programme</b>	2018-12-02	2018-12-06	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-12-02	2018-12-06	Dublin
145	<b>The Professional Certified Office Manager Programme</b>	2018-12-02	2018-12-06	Athens
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-12-02	2018-12-06	Copenhagen
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-12-02	2018-12-06	Singapore
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-12-02	2018-12-06	Kuala Lumpur
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-12-02	2018-12-06	Washington
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-12-02	2018-12-06	Auckland
528	<b>Effective Report Writing Skills</b>	2018-12-02	2018-12-06	Copenhagen
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-12-02	2018-12-06	Beirut
533	<b>Secretariat - Future Office Management</b>	2018-12-02	2018-12-06	Prague
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-12-02	2018-12-06	Kuala Lumpur
541	<b>Strategies for the security of documents and electronic information</b>	2018-12-02	2018-12-13	Copenhagen
551	<b>Archiving &amp; Filing</b>	2018-12-02	2018-12-06	Sharm El Sheikh

552	Control and electronic archiving for Office Managers	2018-12-02	2018-12-06	Amsterdam
594	Professional Secretarial & Administration Skills	2018-12-02	2018-12-06	Los Angeles
595	Communication Skills	2018-12-02	2018-12-06	Singapore
596	Administrative & Executive Secretarial Skills	2018-12-02	2018-12-06	Roma
597	Advanced Documents & Records Management Compliance	2018-12-02	2018-12-06	Prague
615	E -Library Management Techniques	2018-12-02	2018-12-06	Roma
614	The Support Staff and Administrative Assistant	2018-12-02	2018-12-06	Prague
613	The Office Professional and Records Management Masterclass	2018-12-02	2018-12-13	Los Angeles
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-12-02	2018-12-06	Washington
610	Efficient Administration Skills	2018-12-02	2018-12-06	Cairo
609	Time Management and Personal Effectiveness	2018-12-02	2018-12-06	Kuala Lumpur
601	Effective Office Management	2018-12-02	2018-12-06	Amsterdam
619	The Senior Administrator Program	2018-12-02	2018-12-13	Vienna
618	Critical Competencies for Administrators & Secretaries	2018-12-02	2018-12-06	Kuala Lumpur
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-12-02	2018-12-06	California
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-12-02	2018-12-06	California
610	Efficient Administration Skills	2018-12-02	2018-12-06	Riyadh
551	Archiving & Filing	2018-12-02	2018-12-06	Jeddah
596	Administrative & Executive Secretarial Skills	2018-12-09	2018-12-13	Dubai
529	Executive Secretariat and Office Management for Top Management	2018-12-09	2018-12-13	Dubai
305	Office Management & Effective Administration Skills	2018-12-09	2018-12-13	Dubai
595	Communication Skills	2018-12-09	2018-12-13	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-12-09	2018-12-13	Athens
145	The Professional Certified Office Manager Programme	2018-12-09	2018-12-13	Washington
305	Office Management & Effective Administration Skills	2018-12-09	2018-12-13	Beirut
358	Executive Office Administration and	2018-12-09	2018-12-13	Marrakech

	<b>Secretarial Skills</b>			
<b>499</b>	<b>Administration and Office Management: Best Practices and Technologies</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>London</b>
<b>526</b>	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Auckland</b>
<b>527</b>	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Copenhagen</b>
<b>528</b>	<b>Effective Report Writing Skills</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Beirut</b>
<b>529</b>	<b>Executive Secretariat and Office Management for Top Management</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Los Angeles</b>
<b>533</b>	<b>Secretariat - Future Office Management</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Dublin</b>
<b>540</b>	<b>Key Managerial Skills for New Managers and Supervisors</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>London</b>
<b>541</b>	<b>Strategies for the security of documents and electronic information</b>	<b>2018-12-09</b>	<b>2018-12-20</b>	<b>Beirut</b>
<b>551</b>	<b>Archiving &amp; Filing</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Amsterdam</b>
<b>552</b>	<b>Control and electronic archiving for Office Managers</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Casablanca</b>
<b>594</b>	<b>Professional Secretarial &amp; Administration Skills</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Singapore</b>
<b>595</b>	<b>Communication Skills</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Marrakech</b>
<b>596</b>	<b>Administrative &amp; Executive Secretarial Skills</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Prague</b>
<b>597</b>	<b>Advanced Documents &amp; Records Management Compliance</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Dublin</b>
<b>615</b>	<b>E -Library Management Techniques</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Prague</b>
<b>614</b>	<b>The Support Staff and Administrative Assistant</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Dublin</b>
<b>613</b>	<b>The Office Professional and Records Management Masterclass</b>	<b>2018-12-09</b>	<b>2018-12-20</b>	<b>Singapore</b>
<b>611</b>	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Cairo</b>
<b>610</b>	<b>Efficient Administration Skills</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Kuala Lumpur</b>
<b>609</b>	<b>Time Management and Personal Effectiveness</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>London</b>
<b>601</b>	<b>Effective Office Management</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>Casablanca</b>
<b>619</b>	<b>The Senior Administrator Program</b>	<b>2018-12-09</b>	<b>2018-12-20</b>	<b>Munich</b>
<b>618</b>	<b>Critical Competencies for Administrators &amp; Secretaries</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>London</b>
<b>145</b>	<b>The Professional Certified Office</b>	<b>2018-12-09</b>	<b>2018-12-13</b>	<b>California</b>

	<b>Manager Programme</b>			
611	<b>Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs</b>	2018-12-09	2018-12-13	Riyadh
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-12-16	2018-12-20	Dubai
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-12-16	2018-12-20	Dubai
143	<b>The Senior Secretary Development Programme (Professional Certificate)</b>	2018-12-16	2018-12-20	Washington
145	<b>The Professional Certified Office Manager Programme</b>	2018-12-16	2018-12-20	Cairo
305	<b>Office Management &amp; Effective Administration Skills</b>	2018-12-16	2018-12-20	Los Angeles
358	<b>Executive Office Administration and Secretarial Skills</b>	2018-12-16	2018-12-20	Sydney
499	<b>Administration and Office Management: Best Practices and Technologies</b>	2018-12-16	2018-12-20	Madrid
526	<b>Advanced Office Management &amp; Secretarial Effective Administration Skills</b>	2018-12-16	2018-12-20	Copenhagen
527	<b>Documents and Records Management Compliance: (ISO: 15489 Standard)</b>	2018-12-16	2018-12-20	Beirut
528	<b>Effective Report Writing Skills</b>	2018-12-16	2018-12-20	Los Angeles
529	<b>Executive Secretariat and Office Management for Top Management</b>	2018-12-16	2018-12-20	Singapore
533	<b>Secretariat - Future Office Management</b>	2018-12-16	2018-12-20	Athens
540	<b>Key Managerial Skills for New Managers and Supervisors</b>	2018-12-16	2018-12-20	Madrid
541	<b>Strategies for the security of documents and electronic information</b>	2018-12-16	2018-12-27	Los Angeles
551	<b>Archiving &amp; Filing</b>	2018-12-16	2018-12-20	Casablanca
552	<b>Control and electronic archiving for Office Managers</b>	2018-12-16	2018-12-20	Paris
594	<b>Professional Secretarial &amp; Administration Skills</b>	2018-12-16	2018-12-20	Marrakech
595	<b>Communication Skills</b>	2018-12-16	2018-12-20	Sydney
596	<b>Administrative &amp; Executive Secretarial Skills</b>	2018-12-16	2018-12-20	Dublin
597	<b>Advanced Documents &amp; Records Management Compliance</b>	2018-12-16	2018-12-20	Athens
615	<b>E -Library Management Techniques</b>	2018-12-16	2018-12-20	Dublin
614	<b>The Support Staff and Administrative Assistant</b>	2018-12-16	2018-12-20	Athens

613	The Office Professional and Records Management Masterclass	2018-12-16	2018-12-27	Marrakech
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-12-16	2018-12-20	Kuala Lumpur
610	Efficient Administration Skills	2018-12-16	2018-12-20	London
609	Time Management and Personal Effectiveness	2018-12-16	2018-12-20	Madrid
601	Effective Office Management	2018-12-16	2018-12-20	Paris
619	The Senior Administrator Program	2018-12-16	2018-12-27	Istanbul
618	Critical Competencies for Administrators & Secretaries	2018-12-16	2018-12-20	Madrid
143	The Senior Secretary Development Programme (Professional Certificate)	2018-12-16	2018-12-20	California
145	The Professional Certified Office Manager Programme	2018-12-16	2018-12-20	Riyadh
552	Control and electronic archiving for Office Managers	2018-12-23	2018-12-27	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-12-23	2018-12-27	Dubai
594	Professional Secretarial & Administration Skills	2018-12-23	2018-12-27	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2018-12-23	2018-12-27	Cairo
145	The Professional Certified Office Manager Programme	2018-12-23	2018-12-27	Kuala Lumpur
305	Office Management & Effective Administration Skills	2018-12-23	2018-12-27	Singapore
358	Executive Office Administration and Secretarial Skills	2018-12-23	2018-12-27	Milan
499	Administration and Office Management: Best Practices and Technologies	2018-12-23	2018-12-27	Abu Dhabi
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-12-23	2018-12-27	Beirut
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-12-23	2018-12-27	Los Angeles
528	Effective Report Writing Skills	2018-12-23	2018-12-27	Singapore
529	Executive Secretariat and Office Management for Top Management	2018-12-23	2018-12-27	Marrakech
533	Secretariat - Future Office Management	2018-12-23	2018-12-27	Washington
540	Key Managerial Skills for New Managers and Supervisors	2018-12-23	2018-12-27	Abu Dhabi

541	Strategies for the security of documents and electronic information	2018-12-23	2019-01-03	Singapore
551	Archiving & Filing	2018-12-23	2018-12-27	Paris
552	Control and electronic archiving for Office Managers	2018-12-23	2018-12-27	Geneva
594	Professional Secretarial & Administration Skills	2018-12-23	2018-12-27	Sydney
595	Communication Skills	2018-12-23	2018-12-27	Milan
596	Administrative & Executive Secretarial Skills	2018-12-23	2018-12-27	Athens
597	Advanced Documents & Records Management Compliance	2018-12-23	2018-12-27	Washington
615	E -Library Management Techniques	2018-12-23	2018-12-27	Athens
614	The Support Staff and Administrative Assistant	2018-12-23	2018-12-27	Washington
613	The Office Professional and Records Management Masterclass	2018-12-23	2019-01-03	Sydney
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-12-23	2018-12-27	London
610	Efficient Administration Skills	2018-12-23	2018-12-27	Madrid
609	Time Management and Personal Effectiveness	2018-12-23	2018-12-27	Abu Dhabi
601	Effective Office Management	2018-12-23	2018-12-27	Geneva
619	The Senior Administrator Program	2018-12-23	2019-01-03	Toronto
618	Critical Competencies for Administrators & Secretaries	2018-12-23	2018-12-27	Abu Dhabi
533	Secretariat - Future Office Management	2018-12-23	2018-12-27	California
597	Advanced Documents & Records Management Compliance	2018-12-23	2018-12-27	California
614	The Support Staff and Administrative Assistant	2018-12-23	2018-12-27	California
143	The Senior Secretary Development Programme (Professional Certificate)	2018-12-23	2018-12-27	Riyadh
499	Administration and Office Management: Best Practices and Technologies	2018-12-23	2018-12-27	Kuwait
540	Key Managerial Skills for New Managers and Supervisors	2018-12-23	2018-12-27	Kuwait
609	Time Management and Personal Effectiveness	2018-12-23	2018-12-27	Kuwait
618	Critical Competencies for Administrators & Secretaries	2018-12-23	2018-12-27	Kuwait
143	The Senior Secretary Development Programme (Professional Certificate)	2018-12-30	2019-01-03	Kuala Lumpur

145	The Professional Certified Office Manager Programme	2018-12-30	2019-01-03	London
305	Office Management & Effective Administration Skills	2018-12-30	2019-01-03	Marrakech
358	Executive Office Administration and Secretarial Skills	2018-12-30	2019-01-03	Barcelona
499	Administration and Office Management: Best Practices and Technologies	2018-12-30	2019-01-03	Amman
526	Advanced Office Management & Secretarial Effective Administration Skills	2018-12-30	2019-01-03	Los Angeles
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2018-12-30	2019-01-03	Singapore
528	Effective Report Writing Skills	2018-12-30	2019-01-03	Marrakech
529	Executive Secretariat and Office Management for Top Management	2018-12-30	2019-01-03	Sydney
533	Secretariat - Future Office Management	2018-12-30	2019-01-03	Cairo
540	Key Managerial Skills for New Managers and Supervisors	2018-12-30	2019-01-03	Amman
541	Strategies for the security of documents and electronic information	2018-12-30	2019-01-10	Marrakech
551	Archiving & Filing	2018-12-30	2019-01-03	Geneva
552	Control and electronic archiving for Office Managers	2018-12-30	2019-01-03	Vienna
594	Professional Secretarial & Administration Skills	2018-12-30	2019-01-03	Milan
595	Communication Skills	2018-12-30	2019-01-03	Barcelona
596	Administrative & Executive Secretarial Skills	2018-12-30	2019-01-03	Washington
597	Advanced Documents & Records Management Compliance	2018-12-30	2019-01-03	Cairo
615	E -Library Management Techniques	2018-12-30	2019-01-03	Washington
614	The Support Staff and Administrative Assistant	2018-12-30	2019-01-03	Cairo
613	The Office Professional and Records Management Masterclass	2018-12-30	2019-01-10	Milan
611	Organising and Behavioural Skills for Administrative Professionals- Executive Secretaries-PAs	2018-12-30	2019-01-03	Madrid
610	Efficient Administration Skills	2018-12-30	2019-01-03	Abu Dhabi
609	Time Management and Personal Effectiveness	2018-12-30	2019-01-03	Amman
601	Effective Office Management	2018-12-30	2019-01-03	Vienna



619	The Senior Administrator Program	2018-12-30	2019-01-10	Manama
618	Critical Competencies for Administrators & Secretaries	2018-12-30	2019-01-03	Amman
596	Administrative & Executive Secretarial Skills	2018-12-30	2019-01-03	California
615	E -Library Management Techniques	2018-12-30	2019-01-03	California
533	Secretariat - Future Office Management	2018-12-30	2019-01-03	Riyadh
597	Advanced Documents & Records Management Compliance	2018-12-30	2019-01-03	Riyadh
614	The Support Staff and Administrative Assistant	2018-12-30	2019-01-03	Riyadh
610	Efficient Administration Skills	2018-12-30	2019-01-03	Kuwait



يوروبيان كوالتي

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[www.europeanqualitytc.com](http://www.europeanqualitytc.com)

P.O.BOX : 119582 | Dubai - United Arab Emirates | Phone : +971 42513157 | Fax : +971 42563575  
Mobile : +971 566356223 | Email : [info@europeanqualitytc.com](mailto:info@europeanqualitytc.com) | [www.europeanqualitytc.com](http://www.europeanqualitytc.com)