

Training plan 2019



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الجودة الأوربية
EUROPEAN QUALITY

Administration and Secretarial

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Courses Id	Courses Name	Start Date	End Date	City
533	Secretariat - Future Office Management	2019-01-06	2019-01-10	Dubai
528	Effective Report Writing Skills	2019-01-06	2019-01-10	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-01-06	2019-01-10	Dubai
358	Executive Office Administration and Secretarial Skills	2019-01-06	2019-01-10	Dubai
145	The Professional Certified Office Manager Programme	2019-01-06	2019-01-10	Dubai
541	Strategies for the security of documents and electronic information	2019-01-06	2019-01-17	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-01-06	2019-01-10	Paris
145	The Professional Certified Office Manager Programme	2019-01-06	2019-01-10	Geneva
305	Office Management & Effective Administration Skills	2019-01-06	2019-01-10	Amman
358	Executive Office Administration and Secretarial Skills	2019-01-06	2019-01-10	Amsterdam
499	Administration and Office Management: Best Practices and Technologies	2019-01-06	2019-01-10	Istanbul
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-01-06	2019-01-10	Madrid
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-01-06	2019-01-10	Abu Dhabi
528	Effective Report Writing Skills	2019-01-06	2019-01-10	Amman
529	Executive Secretariat and Office Management for Top Management	2019-01-06	2019-01-10	Jakarta
533	Secretariat - Future Office Management	2019-01-06	2019-01-10	Casablanca
540	Key Managerial Skills for New Managers and Supervisors	2019-01-06	2019-01-10	Istanbul
541	Strategies for the security of documents and electronic information	2019-01-06	2019-01-17	Amman
551	Archiving & Filing	2019-01-06	2019-01-10	Prague
552	Control and electronic archiving for Office Managers	2019-01-06	2019-01-10	Dublin
594	Professional Secretarial & Administration Skills	2019-01-06	2019-01-10	Sharm El Sheikh
595	Communication Skills	2019-01-06	2019-01-10	Amsterdam
596	Administrative & Executive Secretarial Skills	2019-01-06	2019-01-10	Amsterdam
597	Advanced Documents & Records Management Compliance	2019-01-06	2019-01-10	Casablanca
615	E -Library Management Techniques	2019-01-06	2019-01-10	Amsterdam
614	The Support Staff and Administrative Assistant	2019-01-06	2019-01-10	Casablanca
613	The Office Professional and Records Management Masterclass	2019-01-06	2019-01-17	Sharm El Sheikh

611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-01-06	2019-01-10	Vienna
610	Efficient Administration Skills	2019-01-06	2019-01-10	Munich
609	Time Management and Personal Effectiveness	2019-01-06	2019-01-10	Istanbul
601	Effective Office Management	2019-01-06	2019-01-10	Dublin
619	The Senior Administrator Program	2019-01-06	2019-01-17	Copenhagen
618	Critical Competencies for Administrators & Secretaries	2019-01-06	2019-01-10	Istanbul
594	Professional Secretarial & Administration Skills	2019-01-06	2019-01-10	Jeddah
613	The Office Professional and Records Management Masterclass	2019-01-06	2019-01-17	Jeddah
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-01-06	2019-01-10	Kuwait
540	Key Managerial Skills for New Managers and Supervisors	2019-01-13	2019-01-17	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-01-13	2019-01-17	Dubai
305	Office Management & Effective Administration Skills	2019-01-13	2019-01-17	Dubai
596	Administrative & Executive Secretarial Skills	2019-01-13	2019-01-17	Dubai
595	Communication Skills	2019-01-13	2019-01-17	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-01-13	2019-01-17	Geneva
145	The Professional Certified Office Manager Programme	2019-01-13	2019-01-17	Vienna
305	Office Management & Effective Administration Skills	2019-01-13	2019-01-17	Jakarta
358	Executive Office Administration and Secretarial Skills	2019-01-13	2019-01-17	Casablanca
499	Administration and Office Management: Best Practices and Technologies	2019-01-13	2019-01-17	Toronto
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-01-13	2019-01-17	Abu Dhabi
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-01-13	2019-01-17	Amman
528	Effective Report Writing Skills	2019-01-13	2019-01-17	Jakarta
529	Executive Secretariat and Office Management for Top Management	2019-01-13	2019-01-17	Sharm El Sheikh
533	Secretariat - Future Office Management	2019-01-13	2019-01-17	Paris
540	Key Managerial Skills for New Managers and Supervisors	2019-01-13	2019-01-17	Toronto
541	Strategies for the security of documents and electronic information	2019-01-13	2019-01-24	Jakarta
551	Archiving & Filing	2019-01-13	2019-01-17	Dublin
552	Control and electronic archiving for Office Managers	2019-01-13	2019-01-17	Athens

594	Professional Secretarial & Administration Skills	2019-01-13	2019-01-17	Amsterdam
595	Communication Skills	2019-01-13	2019-01-17	Casablanca
596	Administrative & Executive Secretarial Skills	2019-01-13	2019-01-17	Casablanca
597	Advanced Documents & Records Management Compliance	2019-01-13	2019-01-17	Paris
615	E -Library Management Techniques	2019-01-13	2019-01-17	Casablanca
614	The Support Staff and Administrative Assistant	2019-01-13	2019-01-17	Paris
613	The Office Professional and Records Management Masterclass	2019-01-13	2019-01-24	Amsterdam
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-01-13	2019-01-17	Munich
610	Efficient Administration Skills	2019-01-13	2019-01-17	Istanbul
609	Time Management and Personal Effectiveness	2019-01-13	2019-01-17	Toronto
601	Effective Office Management	2019-01-13	2019-01-17	Athens
619	The Senior Administrator Program	2019-01-13	2019-01-24	Beirut
618	Critical Competencies for Administrators & Secretaries	2019-01-13	2019-01-17	Toronto
529	Executive Secretariat and Office Management for Top Management	2019-01-13	2019-01-17	Jeddah
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-01-13	2019-01-17	Kuwait
597	Advanced Documents & Records Management Compliance	2019-01-20	2019-01-24	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-01-20	2019-01-24	Dubai
533	Secretariat - Future Office Management	2019-01-20	2019-01-24	Dubai
528	Effective Report Writing Skills	2019-01-20	2019-01-24	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-01-20	2019-01-24	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-01-20	2019-01-24	Dubai
358	Executive Office Administration and Secretarial Skills	2019-01-20	2019-01-24	Dubai
145	The Professional Certified Office Manager Programme	2019-01-20	2019-01-24	Dubai
551	Archiving & Filing	2019-01-20	2019-01-24	Dubai
552	Control and electronic archiving for Office Managers	2019-01-20	2019-01-24	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-01-20	2019-01-24	Vienna
145	The Professional Certified Office Manager Programme	2019-01-20	2019-01-24	Munich
305	Office Management & Effective Administration Skills	2019-01-20	2019-01-24	Sharm El Sheikh

358	Executive Office Administration and Secretarial Skills	2019-01-20	2019-01-24	Paris
499	Administration and Office Management: Best Practices and Technologies	2019-01-20	2019-01-24	Manama
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-01-20	2019-01-24	Amman
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-01-20	2019-01-24	Jakarta
528	Effective Report Writing Skills	2019-01-20	2019-01-24	Sharm El Sheikh
529	Executive Secretariat and Office Management for Top Management	2019-01-20	2019-01-24	Amsterdam
533	Secretariat - Future Office Management	2019-01-20	2019-01-24	Geneva
540	Key Managerial Skills for New Managers and Supervisors	2019-01-20	2019-01-24	Manama
541	Strategies for the security of documents and electronic information	2019-01-20	2019-01-31	Sharm El Sheikh
551	Archiving & Filing	2019-01-20	2019-01-24	Athens
552	Control and electronic archiving for Office Managers	2019-01-20	2019-01-24	Washington
594	Professional Secretarial & Administration Skills	2019-01-20	2019-01-24	Casablanca
595	Communication Skills	2019-01-20	2019-01-24	Paris
596	Administrative & Executive Secretarial Skills	2019-01-20	2019-01-24	Paris
597	Advanced Documents & Records Management Compliance	2019-01-20	2019-01-24	Geneva
615	E -Library Management Techniques	2019-01-20	2019-01-24	Paris
614	The Support Staff and Administrative Assistant	2019-01-20	2019-01-24	Geneva
613	The Office Professional and Records Management Masterclass	2019-01-20	2019-01-31	Casablanca
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-01-20	2019-01-24	Istanbul
610	Efficient Administration Skills	2019-01-20	2019-01-24	Toronto
609	Time Management and Personal Effectiveness	2019-01-20	2019-01-24	Manama
601	Effective Office Management	2019-01-20	2019-01-24	Washington
619	The Senior Administrator Program	2019-01-20	2019-01-31	Los Angeles
618	Critical Competencies for Administrators & Secretaries	2019-01-20	2019-01-24	Manama
552	Control and electronic archiving for Office Managers	2019-01-20	2019-01-24	California
601	Effective Office Management	2019-01-20	2019-01-24	California
305	Office Management & Effective Administration Skills	2019-01-20	2019-01-24	Jeddah
528	Effective Report Writing Skills	2019-01-20	2019-01-24	Jeddah

541	Strategies for the security of documents and electronic information	2019-01-20	2019-01-31	Jeddah
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-01-27	2019-01-31	Dubai
594	Professional Secretarial & Administration Skills	2019-01-27	2019-01-31	Dubai
541	Strategies for the security of documents and electronic information	2019-01-27	2019-02-07	Cairo
143	The Senior Secretary Development Programme (Professional Certificate)	2019-01-27	2019-01-31	Munich
145	The Professional Certified Office Manager Programme	2019-01-27	2019-01-31	Istanbul
305	Office Management & Effective Administration Skills	2019-01-27	2019-01-31	Amsterdam
358	Executive Office Administration and Secretarial Skills	2019-01-27	2019-01-31	Geneva
499	Administration and Office Management: Best Practices and Technologies	2019-01-27	2019-01-31	Stockholm
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-01-27	2019-01-31	Jakarta
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-01-27	2019-01-31	Sharm El Sheikh
528	Effective Report Writing Skills	2019-01-27	2019-01-31	Amsterdam
529	Executive Secretariat and Office Management for Top Management	2019-01-27	2019-01-31	Casablanca
533	Secretariat - Future Office Management	2019-01-27	2019-01-31	Vienna
540	Key Managerial Skills for New Managers and Supervisors	2019-01-27	2019-01-31	Stockholm
541	Strategies for the security of documents and electronic information	2019-01-27	2019-02-07	Amsterdam
551	Archiving & Filing	2019-01-27	2019-01-31	Washington
552	Control and electronic archiving for Office Managers	2019-01-27	2019-01-31	Auckland
594	Professional Secretarial & Administration Skills	2019-01-27	2019-01-31	Paris
595	Communication Skills	2019-01-27	2019-01-31	Geneva
596	Administrative & Executive Secretarial Skills	2019-01-27	2019-01-31	Geneva
597	Advanced Documents & Records Management Compliance	2019-01-27	2019-01-31	Vienna
615	E -Library Management Techniques	2019-01-27	2019-01-31	Geneva
614	The Support Staff and Administrative Assistant	2019-01-27	2019-01-31	Vienna
613	The Office Professional and Records Management Masterclass	2019-01-27	2019-02-07	Paris
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-01-27	2019-01-31	Toronto
610	Efficient Administration Skills	2019-01-27	2019-01-31	Manama
609	Time Management and Personal	2019-01-27	2019-01-31	Stockholm

	Effectiveness			
601	Effective Office Management	2019-01-27	2019-01-31	Auckland
619	The Senior Administrator Program	2019-01-27	2019-02-07	Singapore
618	Critical Competencies for Administrators & Secretaries	2019-01-27	2019-01-31	Stockholm
551	Archiving & Filing	2019-01-27	2019-01-31	California
541	Strategies for the security of documents and electronic information	2019-01-27	2019-02-07	Riyadh
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-01-27	2019-01-31	Jeddah
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-02-03	2019-02-07	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-02-03	2019-02-07	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-02-03	2019-02-07	Istanbul
145	The Professional Certified Office Manager Programme	2019-02-03	2019-02-07	Toronto
305	Office Management & Effective Administration Skills	2019-02-03	2019-02-07	Casablanca
358	Executive Office Administration and Secretarial Skills	2019-02-03	2019-02-07	Vienna
499	Administration and Office Management: Best Practices and Technologies	2019-02-03	2019-02-07	Boston
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-02-03	2019-02-07	Sharm El Sheikh
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-02-03	2019-02-07	Amsterdam
528	Effective Report Writing Skills	2019-02-03	2019-02-07	Casablanca
529	Executive Secretariat and Office Management for Top Management	2019-02-03	2019-02-07	Paris
533	Secretariat - Future Office Management	2019-02-03	2019-02-07	Munich
540	Key Managerial Skills for New Managers and Supervisors	2019-02-03	2019-02-07	Boston
541	Strategies for the security of documents and electronic information	2019-02-03	2019-02-14	Casablanca
551	Archiving & Filing	2019-02-03	2019-02-07	Auckland
552	Control and electronic archiving for Office Managers	2019-02-03	2019-02-07	Copenhagen
594	Professional Secretarial & Administration Skills	2019-02-03	2019-02-07	Geneva
595	Communication Skills	2019-02-03	2019-02-07	Vienna
596	Administrative & Executive Secretarial Skills	2019-02-03	2019-02-07	Vienna
597	Advanced Documents & Records Management Compliance	2019-02-03	2019-02-07	Munich
615	E -Library Management Techniques	2019-02-03	2019-02-07	Vienna
614	The Support Staff and Administrative Assistant	2019-02-03	2019-02-07	Munich

613	The Office Professional and Records Management Masterclass	2019-02-03	2019-02-14	Geneva
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-02-03	2019-02-07	Manama
610	Efficient Administration Skills	2019-02-03	2019-02-07	Stockholm
609	Time Management and Personal Effectiveness	2019-02-03	2019-02-07	Boston
601	Effective Office Management	2019-02-03	2019-02-07	Copenhagen
619	The Senior Administrator Program	2019-02-03	2019-02-14	Marrakech
618	Critical Competencies for Administrators & Secretaries	2019-02-03	2019-02-07	Boston
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-02-03	2019-02-07	Jeddah
533	Secretariat - Future Office Management	2019-02-10	2019-02-14	Dubai
528	Effective Report Writing Skills	2019-02-10	2019-02-14	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-02-10	2019-02-14	Dubai
358	Executive Office Administration and Secretarial Skills	2019-02-10	2019-02-14	Dubai
145	The Professional Certified Office Manager Programme	2019-02-10	2019-02-14	Dubai
541	Strategies for the security of documents and electronic information	2019-02-10	2019-02-21	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-02-10	2019-02-14	Toronto
145	The Professional Certified Office Manager Programme	2019-02-10	2019-02-14	Manama
305	Office Management & Effective Administration Skills	2019-02-10	2019-02-14	Paris
358	Executive Office Administration and Secretarial Skills	2019-02-10	2019-02-14	Munich
499	Administration and Office Management: Best Practices and Technologies	2019-02-10	2019-02-14	Roma
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-02-10	2019-02-14	Amsterdam
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-02-10	2019-02-14	Casablanca
528	Effective Report Writing Skills	2019-02-10	2019-02-14	Paris
529	Executive Secretariat and Office Management for Top Management	2019-02-10	2019-02-14	Geneva
533	Secretariat - Future Office Management	2019-02-10	2019-02-14	Istanbul
540	Key Managerial Skills for New Managers and Supervisors	2019-02-10	2019-02-14	Roma
541	Strategies for the security of documents and electronic information	2019-02-10	2019-02-21	Paris
551	Archiving & Filing	2019-02-10	2019-02-14	Copenhagen
552	Control and electronic archiving for Office Managers	2019-02-10	2019-02-14	Beirut

594	Professional Secretarial & Administration Skills	2019-02-10	2019-02-14	Vienna
595	Communication Skills	2019-02-10	2019-02-14	Munich
596	Administrative & Executive Secretarial Skills	2019-02-10	2019-02-14	Munich
597	Advanced Documents & Records Management Compliance	2019-02-10	2019-02-14	Istanbul
615	E -Library Management Techniques	2019-02-10	2019-02-14	Munich
614	The Support Staff and Administrative Assistant	2019-02-10	2019-02-14	Istanbul
613	The Office Professional and Records Management Masterclass	2019-02-10	2019-02-21	Vienna
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-02-10	2019-02-14	Stockholm
610	Efficient Administration Skills	2019-02-10	2019-02-14	Boston
609	Time Management and Personal Effectiveness	2019-02-10	2019-02-14	Roma
601	Effective Office Management	2019-02-10	2019-02-14	Beirut
619	The Senior Administrator Program	2019-02-10	2019-02-21	Sydney
618	Critical Competencies for Administrators & Secretaries	2019-02-10	2019-02-14	Roma
540	Key Managerial Skills for New Managers and Supervisors	2019-02-17	2019-02-21	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-02-17	2019-02-21	Dubai
305	Office Management & Effective Administration Skills	2019-02-17	2019-02-21	Dubai
596	Administrative & Executive Secretarial Skills	2019-02-17	2019-02-21	Dubai
595	Communication Skills	2019-02-17	2019-02-21	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-02-17	2019-02-21	Manama
145	The Professional Certified Office Manager Programme	2019-02-17	2019-02-21	Stockholm
305	Office Management & Effective Administration Skills	2019-02-17	2019-02-21	Geneva
358	Executive Office Administration and Secretarial Skills	2019-02-17	2019-02-21	Istanbul
499	Administration and Office Management: Best Practices and Technologies	2019-02-17	2019-02-21	Prague
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-02-17	2019-02-21	Casablanca
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-02-17	2019-02-21	Paris
528	Effective Report Writing Skills	2019-02-17	2019-02-21	Geneva
529	Executive Secretariat and Office Management for Top Management	2019-02-17	2019-02-21	Vienna
533	Secretariat - Future Office Management	2019-02-17	2019-02-21	Toronto

540	Key Managerial Skills for New Managers and Supervisors	2019-02-17	2019-02-21	Prague
541	Strategies for the security of documents and electronic information	2019-02-17	2019-02-28	Geneva
551	Archiving & Filing	2019-02-17	2019-02-21	Beirut
552	Control and electronic archiving for Office Managers	2019-02-17	2019-02-21	Los Angeles
594	Professional Secretarial & Administration Skills	2019-02-17	2019-02-21	Munich
595	Communication Skills	2019-02-17	2019-02-21	Istanbul
596	Administrative & Executive Secretarial Skills	2019-02-17	2019-02-21	Istanbul
597	Advanced Documents & Records Management Compliance	2019-02-17	2019-02-21	Toronto
615	E -Library Management Techniques	2019-02-17	2019-02-21	Istanbul
614	The Support Staff and Administrative Assistant	2019-02-17	2019-02-21	Toronto
613	The Office Professional and Records Management Masterclass	2019-02-17	2019-02-28	Munich
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-02-17	2019-02-21	Boston
610	Efficient Administration Skills	2019-02-17	2019-02-21	Roma
609	Time Management and Personal Effectiveness	2019-02-17	2019-02-21	Prague
601	Effective Office Management	2019-02-17	2019-02-21	Los Angeles
619	The Senior Administrator Program	2019-02-17	2019-02-28	Milan
618	Critical Competencies for Administrators & Secretaries	2019-02-17	2019-02-21	Prague
597	Advanced Documents & Records Management Compliance	2019-02-24	2019-02-28	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-02-24	2019-02-28	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-02-24	2019-02-28	Stockholm
145	The Professional Certified Office Manager Programme	2019-02-24	2019-02-28	Boston
305	Office Management & Effective Administration Skills	2019-02-24	2019-02-28	Vienna
358	Executive Office Administration and Secretarial Skills	2019-02-24	2019-02-28	Toronto
499	Administration and Office Management: Best Practices and Technologies	2019-02-24	2019-02-28	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-02-24	2019-02-28	Paris
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-02-24	2019-02-28	Geneva
528	Effective Report Writing Skills	2019-02-24	2019-02-28	Vienna
529	Executive Secretariat and Office Management for Top Management	2019-02-24	2019-02-28	Munich

533	Secretariat - Future Office Management	2019-02-24	2019-02-28	Manama
540	Key Managerial Skills for New Managers and Supervisors	2019-02-24	2019-02-28	Dublin
541	Strategies for the security of documents and electronic information	2019-02-24	2019-03-07	Vienna
551	Archiving & Filing	2019-02-24	2019-02-28	Los Angeles
552	Control and electronic archiving for Office Managers	2019-02-24	2019-02-28	Singapore
594	Professional Secretarial & Administration Skills	2019-02-24	2019-02-28	Istanbul
595	Communication Skills	2019-02-24	2019-02-28	Toronto
596	Administrative & Executive Secretarial Skills	2019-02-24	2019-02-28	Toronto
597	Advanced Documents & Records Management Compliance	2019-02-24	2019-02-28	Manama
615	E -Library Management Techniques	2019-02-24	2019-02-28	Toronto
614	The Support Staff and Administrative Assistant	2019-02-24	2019-02-28	Manama
613	The Office Professional and Records Management Masterclass	2019-02-24	2019-03-07	Istanbul
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-02-24	2019-02-28	Roma
610	Efficient Administration Skills	2019-02-24	2019-02-28	Prague
609	Time Management and Personal Effectiveness	2019-02-24	2019-02-28	Dublin
601	Effective Office Management	2019-02-24	2019-02-28	Singapore
619	The Senior Administrator Program	2019-02-24	2019-03-07	Barcelona
618	Critical Competencies for Administrators & Secretaries	2019-02-24	2019-02-28	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-03-03	2019-03-07	Dubai
594	Professional Secretarial & Administration Skills	2019-03-03	2019-03-07	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-03-03	2019-03-07	Boston
145	The Professional Certified Office Manager Programme	2019-03-03	2019-03-07	Roma
305	Office Management & Effective Administration Skills	2019-03-03	2019-03-07	Munich
358	Executive Office Administration and Secretarial Skills	2019-03-03	2019-03-07	Manama
499	Administration and Office Management: Best Practices and Technologies	2019-03-03	2019-03-07	Athens
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-03-03	2019-03-07	Geneva
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-03-03	2019-03-07	Vienna
528	Effective Report Writing Skills	2019-03-03	2019-03-07	Munich

529	Executive Secretariat and Office Management for Top Management	2019-03-03	2019-03-07	Istanbul
533	Secretariat - Future Office Management	2019-03-03	2019-03-07	Stockholm
540	Key Managerial Skills for New Managers and Supervisors	2019-03-03	2019-03-07	Athens
541	Strategies for the security of documents and electronic information	2019-03-03	2019-03-14	Munich
551	Archiving & Filing	2019-03-03	2019-03-07	Singapore
552	Control and electronic archiving for Office Managers	2019-03-03	2019-03-07	Marrakech
594	Professional Secretarial & Administration Skills	2019-03-03	2019-03-07	Toronto
595	Communication Skills	2019-03-03	2019-03-07	Manama
596	Administrative & Executive Secretarial Skills	2019-03-03	2019-03-07	Manama
597	Advanced Documents & Records Management Compliance	2019-03-03	2019-03-07	Stockholm
615	E -Library Management Techniques	2019-03-03	2019-03-07	Manama
614	The Support Staff and Administrative Assistant	2019-03-03	2019-03-07	Stockholm
613	The Office Professional and Records Management Masterclass	2019-03-03	2019-03-14	Toronto
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-03-03	2019-03-07	Prague
610	Efficient Administration Skills	2019-03-03	2019-03-07	Dublin
609	Time Management and Personal Effectiveness	2019-03-03	2019-03-07	Athens
601	Effective Office Management	2019-03-03	2019-03-07	Marrakech
619	The Senior Administrator Program	2019-03-03	2019-03-14	Cairo
618	Critical Competencies for Administrators & Secretaries	2019-03-03	2019-03-07	Athens
619	The Senior Administrator Program	2019-03-03	2019-03-14	Riyadh
533	Secretariat - Future Office Management	2019-03-10	2019-03-14	Dubai
528	Effective Report Writing Skills	2019-03-10	2019-03-14	Dubai
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-03-10	2019-03-14	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-03-10	2019-03-14	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-03-10	2019-03-14	Dubai
358	Executive Office Administration and Secretarial Skills	2019-03-10	2019-03-14	Dubai
145	The Professional Certified Office Manager Programme	2019-03-10	2019-03-14	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-03-10	2019-03-14	Dubai
541	Strategies for the security of documents	2019-03-10	2019-03-21	Dubai

	and electronic information			
552	Control and electronic archiving for Office Managers	2019-03-10	2019-03-14	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-03-10	2019-03-14	Roma
145	The Professional Certified Office Manager Programme	2019-03-10	2019-03-14	Prague
305	Office Management & Effective Administration Skills	2019-03-10	2019-03-14	Istanbul
358	Executive Office Administration and Secretarial Skills	2019-03-10	2019-03-14	Stockholm
499	Administration and Office Management: Best Practices and Technologies	2019-03-10	2019-03-14	Washington
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-03-10	2019-03-14	Vienna
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-03-10	2019-03-14	Munich
528	Effective Report Writing Skills	2019-03-10	2019-03-14	Istanbul
529	Executive Secretariat and Office Management for Top Management	2019-03-10	2019-03-14	Toronto
533	Secretariat - Future Office Management	2019-03-10	2019-03-14	Boston
540	Key Managerial Skills for New Managers and Supervisors	2019-03-10	2019-03-14	Washington
541	Strategies for the security of documents and electronic information	2019-03-10	2019-03-21	Istanbul
551	Archiving & Filing	2019-03-10	2019-03-14	Marrakech
552	Control and electronic archiving for Office Managers	2019-03-10	2019-03-14	Sydney
594	Professional Secretarial & Administration Skills	2019-03-10	2019-03-14	Manama
595	Communication Skills	2019-03-10	2019-03-14	Stockholm
596	Administrative & Executive Secretarial Skills	2019-03-10	2019-03-14	Stockholm
597	Advanced Documents & Records Management Compliance	2019-03-10	2019-03-14	Boston
615	E -Library Management Techniques	2019-03-10	2019-03-14	Stockholm
614	The Support Staff and Administrative Assistant	2019-03-10	2019-03-14	Boston
613	The Office Professional and Records Management Masterclass	2019-03-10	2019-03-21	Manama
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-03-10	2019-03-14	Dublin
610	Efficient Administration Skills	2019-03-10	2019-03-14	Athens
609	Time Management and Personal Effectiveness	2019-03-10	2019-03-14	Washington
601	Effective Office Management	2019-03-10	2019-03-14	Sydney
619	The Senior Administrator Program	2019-03-10	2019-03-21	Kuala Lumpur

618	Critical Competencies for Administrators & Secretaries	2019-03-10	2019-03-14	Washington
499	Administration and Office Management: Best Practices and Technologies	2019-03-10	2019-03-14	California
540	Key Managerial Skills for New Managers and Supervisors	2019-03-10	2019-03-14	California
609	Time Management and Personal Effectiveness	2019-03-10	2019-03-14	California
618	Critical Competencies for Administrators & Secretaries	2019-03-10	2019-03-14	California
529	Executive Secretariat and Office Management for Top Management	2019-03-17	2019-03-21	Dubai
305	Office Management & Effective Administration Skills	2019-03-17	2019-03-21	Dubai
596	Administrative & Executive Secretarial Skills	2019-03-17	2019-03-21	Dubai
595	Communication Skills	2019-03-17	2019-03-21	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-03-17	2019-03-21	Prague
145	The Professional Certified Office Manager Programme	2019-03-17	2019-03-21	Dublin
305	Office Management & Effective Administration Skills	2019-03-17	2019-03-21	Toronto
358	Executive Office Administration and Secretarial Skills	2019-03-17	2019-03-21	Boston
499	Administration and Office Management: Best Practices and Technologies	2019-03-17	2019-03-21	Auckland
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-03-17	2019-03-21	Munich
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-03-17	2019-03-21	Istanbul
528	Effective Report Writing Skills	2019-03-17	2019-03-21	Toronto
529	Executive Secretariat and Office Management for Top Management	2019-03-17	2019-03-21	Manama
533	Secretariat - Future Office Management	2019-03-17	2019-03-21	Roma
540	Key Managerial Skills for New Managers and Supervisors	2019-03-17	2019-03-21	Auckland
541	Strategies for the security of documents and electronic information	2019-03-17	2019-03-28	Toronto
551	Archiving & Filing	2019-03-17	2019-03-21	Sydney
552	Control and electronic archiving for Office Managers	2019-03-17	2019-03-21	Milan
594	Professional Secretarial & Administration Skills	2019-03-17	2019-03-21	Stockholm
595	Communication Skills	2019-03-17	2019-03-21	Boston
596	Administrative & Executive Secretarial Skills	2019-03-17	2019-03-21	Boston
597	Advanced Documents & Records Management Compliance	2019-03-17	2019-03-21	Roma
615	E -Library Management Techniques	2019-03-17	2019-03-21	Boston

614	The Support Staff and Administrative Assistant	2019-03-17	2019-03-21	Roma
613	The Office Professional and Records Management Masterclass	2019-03-17	2019-03-28	Stockholm
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-03-17	2019-03-21	Athens
610	Efficient Administration Skills	2019-03-17	2019-03-21	Washington
609	Time Management and Personal Effectiveness	2019-03-17	2019-03-21	Auckland
601	Effective Office Management	2019-03-17	2019-03-21	Milan
619	The Senior Administrator Program	2019-03-17	2019-03-28	London
618	Critical Competencies for Administrators & Secretaries	2019-03-17	2019-03-21	Auckland
610	Efficient Administration Skills	2019-03-17	2019-03-21	California
597	Advanced Documents & Records Management Compliance	2019-03-24	2019-03-28	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-03-24	2019-03-28	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-03-24	2019-03-28	Dublin
145	The Professional Certified Office Manager Programme	2019-03-24	2019-03-28	Athens
305	Office Management & Effective Administration Skills	2019-03-24	2019-03-28	Manama
358	Executive Office Administration and Secretarial Skills	2019-03-24	2019-03-28	Roma
499	Administration and Office Management: Best Practices and Technologies	2019-03-24	2019-03-28	Copenhagen
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-03-24	2019-03-28	Istanbul
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-03-24	2019-03-28	Toronto
528	Effective Report Writing Skills	2019-03-24	2019-03-28	Manama
529	Executive Secretariat and Office Management for Top Management	2019-03-24	2019-03-28	Stockholm
533	Secretariat - Future Office Management	2019-03-24	2019-03-28	Prague
540	Key Managerial Skills for New Managers and Supervisors	2019-03-24	2019-03-28	Copenhagen
541	Strategies for the security of documents and electronic information	2019-03-24	2019-04-04	Manama
551	Archiving & Filing	2019-03-24	2019-03-28	Milan
552	Control and electronic archiving for Office Managers	2019-03-24	2019-03-28	Barcelona
594	Professional Secretarial & Administration Skills	2019-03-24	2019-03-28	Boston
595	Communication Skills	2019-03-24	2019-03-28	Roma
596	Administrative & Executive Secretarial Skills	2019-03-24	2019-03-28	Roma

597	Advanced Documents & Records Management Compliance	2019-03-24	2019-03-28	Prague
615	E -Library Management Techniques	2019-03-24	2019-03-28	Roma
614	The Support Staff and Administrative Assistant	2019-03-24	2019-03-28	Prague
613	The Office Professional and Records Management Masterclass	2019-03-24	2019-04-04	Boston
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-03-24	2019-03-28	Washington
610	Efficient Administration Skills	2019-03-24	2019-03-28	Auckland
609	Time Management and Personal Effectiveness	2019-03-24	2019-03-28	Copenhagen
601	Effective Office Management	2019-03-24	2019-03-28	Barcelona
619	The Senior Administrator Program	2019-03-24	2019-04-04	Madrid
618	Critical Competencies for Administrators & Secretaries	2019-03-24	2019-03-28	Copenhagen
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-03-24	2019-03-28	California
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-03-31	2019-04-04	Dubai
594	Professional Secretarial & Administration Skills	2019-03-31	2019-04-04	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-03-31	2019-04-04	Athens
145	The Professional Certified Office Manager Programme	2019-03-31	2019-04-04	Washington
305	Office Management & Effective Administration Skills	2019-03-31	2019-04-04	Stockholm
358	Executive Office Administration and Secretarial Skills	2019-03-31	2019-04-04	Prague
499	Administration and Office Management: Best Practices and Technologies	2019-03-31	2019-04-04	Beirut
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-03-31	2019-04-04	Toronto
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-03-31	2019-04-04	Manama
528	Effective Report Writing Skills	2019-03-31	2019-04-04	Stockholm
529	Executive Secretariat and Office Management for Top Management	2019-03-31	2019-04-04	Boston
533	Secretariat - Future Office Management	2019-03-31	2019-04-04	Dublin
540	Key Managerial Skills for New Managers and Supervisors	2019-03-31	2019-04-04	Beirut
541	Strategies for the security of documents and electronic information	2019-03-31	2019-04-11	Stockholm
551	Archiving & Filing	2019-03-31	2019-04-04	Barcelona
552	Control and electronic archiving for Office Managers	2019-03-31	2019-04-04	Cairo

594	Professional Secretarial & Administration Skills	2019-03-31	2019-04-04	Roma
595	Communication Skills	2019-03-31	2019-04-04	Prague
596	Administrative & Executive Secretarial Skills	2019-03-31	2019-04-04	Prague
597	Advanced Documents & Records Management Compliance	2019-03-31	2019-04-04	Dublin
615	E -Library Management Techniques	2019-03-31	2019-04-04	Prague
614	The Support Staff and Administrative Assistant	2019-03-31	2019-04-04	Dublin
613	The Office Professional and Records Management Masterclass	2019-03-31	2019-04-11	Roma
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-03-31	2019-04-04	Auckland
610	Efficient Administration Skills	2019-03-31	2019-04-04	Copenhagen
609	Time Management and Personal Effectiveness	2019-03-31	2019-04-04	Beirut
601	Effective Office Management	2019-03-31	2019-04-04	Cairo
619	The Senior Administrator Program	2019-03-31	2019-04-11	Abu Dhabi
618	Critical Competencies for Administrators & Secretaries	2019-03-31	2019-04-04	Beirut
145	The Professional Certified Office Manager Programme	2019-03-31	2019-04-04	California
552	Control and electronic archiving for Office Managers	2019-03-31	2019-04-04	Riyadh
601	Effective Office Management	2019-03-31	2019-04-04	Riyadh
619	The Senior Administrator Program	2019-03-31	2019-04-11	Kuwait
533	Secretariat - Future Office Management	2019-04-07	2019-04-11	Dubai
528	Effective Report Writing Skills	2019-04-07	2019-04-11	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-04-07	2019-04-11	Dubai
358	Executive Office Administration and Secretarial Skills	2019-04-07	2019-04-11	Dubai
145	The Professional Certified Office Manager Programme	2019-04-07	2019-04-11	Dubai
541	Strategies for the security of documents and electronic information	2019-04-07	2019-04-18	Dubai
551	Archiving & Filing	2019-04-07	2019-04-11	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-04-07	2019-04-11	Washington
145	The Professional Certified Office Manager Programme	2019-04-07	2019-04-11	Auckland
305	Office Management & Effective Administration Skills	2019-04-07	2019-04-11	Boston
358	Executive Office Administration and Secretarial Skills	2019-04-07	2019-04-11	Dublin
499	Administration and Office Management: Best Practices and Technologies	2019-04-07	2019-04-11	Los Angeles

526	Advanced Office Management & Secretarial Effective Administration Skills	2019-04-07	2019-04-11	Manama
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-04-07	2019-04-11	Stockholm
528	Effective Report Writing Skills	2019-04-07	2019-04-11	Boston
529	Executive Secretariat and Office Management for Top Management	2019-04-07	2019-04-11	Roma
533	Secretariat - Future Office Management	2019-04-07	2019-04-11	Athens
540	Key Managerial Skills for New Managers and Supervisors	2019-04-07	2019-04-11	Los Angeles
541	Strategies for the security of documents and electronic information	2019-04-07	2019-04-18	Boston
551	Archiving & Filing	2019-04-07	2019-04-11	Cairo
552	Control and electronic archiving for Office Managers	2019-04-07	2019-04-11	Kuala Lumpur
594	Professional Secretarial & Administration Skills	2019-04-07	2019-04-11	Prague
595	Communication Skills	2019-04-07	2019-04-11	Dublin
596	Administrative & Executive Secretarial Skills	2019-04-07	2019-04-11	Dublin
597	Advanced Documents & Records Management Compliance	2019-04-07	2019-04-11	Athens
615	E -Library Management Techniques	2019-04-07	2019-04-11	Dublin
614	The Support Staff and Administrative Assistant	2019-04-07	2019-04-11	Athens
613	The Office Professional and Records Management Masterclass	2019-04-07	2019-04-18	Prague
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-04-07	2019-04-11	Copenhagen
610	Efficient Administration Skills	2019-04-07	2019-04-11	Beirut
609	Time Management and Personal Effectiveness	2019-04-07	2019-04-11	Los Angeles
601	Effective Office Management	2019-04-07	2019-04-11	Kuala Lumpur
619	The Senior Administrator Program	2019-04-07	2019-04-18	Amman
618	Critical Competencies for Administrators & Secretaries	2019-04-07	2019-04-11	Los Angeles
143	The Senior Secretary Development Programme (Professional Certificate)	2019-04-07	2019-04-11	California
551	Archiving & Filing	2019-04-07	2019-04-11	Riyadh
529	Executive Secretariat and Office Management for Top Management	2019-04-14	2019-04-18	Dubai
305	Office Management & Effective Administration Skills	2019-04-14	2019-04-18	Dubai
596	Administrative & Executive Secretarial Skills	2019-04-14	2019-04-18	Dubai
595	Communication Skills	2019-04-14	2019-04-18	Dubai

143	The Senior Secretary Development Programme (Professional Certificate)	2019-04-14	2019-04-18	Auckland
145	The Professional Certified Office Manager Programme	2019-04-14	2019-04-18	Copenhagen
305	Office Management & Effective Administration Skills	2019-04-14	2019-04-18	Roma
358	Executive Office Administration and Secretarial Skills	2019-04-14	2019-04-18	Athens
499	Administration and Office Management: Best Practices and Technologies	2019-04-14	2019-04-18	Singapore
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-04-14	2019-04-18	Stockholm
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-04-14	2019-04-18	Boston
528	Effective Report Writing Skills	2019-04-14	2019-04-18	Roma
529	Executive Secretariat and Office Management for Top Management	2019-04-14	2019-04-18	Prague
533	Secretariat - Future Office Management	2019-04-14	2019-04-18	Washington
540	Key Managerial Skills for New Managers and Supervisors	2019-04-14	2019-04-18	Singapore
541	Strategies for the security of documents and electronic information	2019-04-14	2019-04-25	Roma
551	Archiving & Filing	2019-04-14	2019-04-18	Kuala Lumpur
552	Control and electronic archiving for Office Managers	2019-04-14	2019-04-18	London
594	Professional Secretarial & Administration Skills	2019-04-14	2019-04-18	Dublin
595	Communication Skills	2019-04-14	2019-04-18	Athens
596	Administrative & Executive Secretarial Skills	2019-04-14	2019-04-18	Athens
597	Advanced Documents & Records Management Compliance	2019-04-14	2019-04-18	Washington
615	E -Library Management Techniques	2019-04-14	2019-04-18	Athens
614	The Support Staff and Administrative Assistant	2019-04-14	2019-04-18	Washington
613	The Office Professional and Records Management Masterclass	2019-04-14	2019-04-25	Dublin
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-04-14	2019-04-18	Beirut
610	Efficient Administration Skills	2019-04-14	2019-04-18	Los Angeles
609	Time Management and Personal Effectiveness	2019-04-14	2019-04-18	Singapore
601	Effective Office Management	2019-04-14	2019-04-18	London
619	The Senior Administrator Program	2019-04-14	2019-04-25	Jakarta
618	Critical Competencies for Administrators & Secretaries	2019-04-14	2019-04-18	Singapore
533	Secretariat - Future Office Management	2019-04-14	2019-04-18	California

597	Advanced Documents & Records Management Compliance	2019-04-14	2019-04-18	California
614	The Support Staff and Administrative Assistant	2019-04-14	2019-04-18	California
597	Advanced Documents & Records Management Compliance	2019-04-21	2019-04-25	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-04-21	2019-04-25	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-04-21	2019-04-25	Copenhagen
145	The Professional Certified Office Manager Programme	2019-04-21	2019-04-25	Beirut
305	Office Management & Effective Administration Skills	2019-04-21	2019-04-25	Prague
358	Executive Office Administration and Secretarial Skills	2019-04-21	2019-04-25	Washington
499	Administration and Office Management: Best Practices and Technologies	2019-04-21	2019-04-25	Marrakech
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-04-21	2019-04-25	Boston
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-04-21	2019-04-25	Roma
528	Effective Report Writing Skills	2019-04-21	2019-04-25	Prague
529	Executive Secretariat and Office Management for Top Management	2019-04-21	2019-04-25	Dublin
533	Secretariat - Future Office Management	2019-04-21	2019-04-25	Auckland
540	Key Managerial Skills for New Managers and Supervisors	2019-04-21	2019-04-25	Marrakech
541	Strategies for the security of documents and electronic information	2019-04-21	2019-05-02	Prague
551	Archiving & Filing	2019-04-21	2019-04-25	London
552	Control and electronic archiving for Office Managers	2019-04-21	2019-04-25	Madrid
594	Professional Secretarial & Administration Skills	2019-04-21	2019-04-25	Athens
595	Communication Skills	2019-04-21	2019-04-25	Washington
596	Administrative & Executive Secretarial Skills	2019-04-21	2019-04-25	Washington
597	Advanced Documents & Records Management Compliance	2019-04-21	2019-04-25	Auckland
615	E -Library Management Techniques	2019-04-21	2019-04-25	Washington
614	The Support Staff and Administrative Assistant	2019-04-21	2019-04-25	Auckland
613	The Office Professional and Records Management Masterclass	2019-04-21	2019-05-02	Athens
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-04-21	2019-04-25	Los Angeles
610	Efficient Administration Skills	2019-04-21	2019-04-25	Singapore
609	Time Management and Personal	2019-04-21	2019-04-25	Marrakech

	Effectiveness			
601	Effective Office Management	2019-04-21	2019-04-25	Madrid
619	The Senior Administrator Program	2019-04-21	2019-05-02	Sharm El Sheikh
618	Critical Competencies for Administrators & Secretaries	2019-04-21	2019-04-25	Marrakech
358	Executive Office Administration and Secretarial Skills	2019-04-21	2019-04-25	California
595	Communication Skills	2019-04-21	2019-04-25	California
596	Administrative & Executive Secretarial Skills	2019-04-21	2019-04-25	California
615	E -Library Management Techniques	2019-04-21	2019-04-25	California
619	The Senior Administrator Program	2019-04-21	2019-05-02	Jeddah
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-04-28	2019-05-02	Dubai
552	Control and electronic archiving for Office Managers	2019-04-28	2019-05-02	Dubai
594	Professional Secretarial & Administration Skills	2019-04-28	2019-05-02	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-04-28	2019-05-02	Beirut
145	The Professional Certified Office Manager Programme	2019-04-28	2019-05-02	Los Angeles
305	Office Management & Effective Administration Skills	2019-04-28	2019-05-02	Dublin
358	Executive Office Administration and Secretarial Skills	2019-04-28	2019-05-02	Cairo
499	Administration and Office Management: Best Practices and Technologies	2019-04-28	2019-05-02	Sydney
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-04-28	2019-05-02	Roma
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-04-28	2019-05-02	Prague
528	Effective Report Writing Skills	2019-04-28	2019-05-02	Dublin
529	Executive Secretariat and Office Management for Top Management	2019-04-28	2019-05-02	Athens
533	Secretariat - Future Office Management	2019-04-28	2019-05-02	Copenhagen
540	Key Managerial Skills for New Managers and Supervisors	2019-04-28	2019-05-02	Sydney
541	Strategies for the security of documents and electronic information	2019-04-28	2019-05-09	Dublin
551	Archiving & Filing	2019-04-28	2019-05-02	Madrid
552	Control and electronic archiving for Office Managers	2019-04-28	2019-05-02	Abu Dhabi
594	Professional Secretarial & Administration Skills	2019-04-28	2019-05-02	Washington
595	Communication Skills	2019-04-28	2019-05-02	Cairo
596	Administrative & Executive Secretarial Skills	2019-04-28	2019-05-02	Auckland

597	Advanced Documents & Records Management Compliance	2019-04-28	2019-05-02	Copenhagen
615	E -Library Management Techniques	2019-04-28	2019-05-02	Auckland
614	The Support Staff and Administrative Assistant	2019-04-28	2019-05-02	Copenhagen
613	The Office Professional and Records Management Masterclass	2019-04-28	2019-05-09	Washington
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-04-28	2019-05-02	Singapore
610	Efficient Administration Skills	2019-04-28	2019-05-02	Marrakech
609	Time Management and Personal Effectiveness	2019-04-28	2019-05-02	Sydney
601	Effective Office Management	2019-04-28	2019-05-02	Abu Dhabi
619	The Senior Administrator Program	2019-04-28	2019-05-09	Amsterdam
618	Critical Competencies for Administrators & Secretaries	2019-04-28	2019-05-02	Sydney
594	Professional Secretarial & Administration Skills	2019-04-28	2019-05-02	California
613	The Office Professional and Records Management Masterclass	2019-04-28	2019-05-09	California
358	Executive Office Administration and Secretarial Skills	2019-04-28	2019-05-02	Riyadh
595	Communication Skills	2019-04-28	2019-05-02	Riyadh
552	Control and electronic archiving for Office Managers	2019-04-28	2019-05-02	Kuwait
601	Effective Office Management	2019-04-28	2019-05-02	Kuwait
533	Secretariat - Future Office Management	2019-05-05	2019-05-09	Dubai
528	Effective Report Writing Skills	2019-05-05	2019-05-09	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-05-05	2019-05-09	Dubai
358	Executive Office Administration and Secretarial Skills	2019-05-05	2019-05-09	Dubai
145	The Professional Certified Office Manager Programme	2019-05-05	2019-05-09	Dubai
541	Strategies for the security of documents and electronic information	2019-05-05	2019-05-16	Dubai
551	Archiving & Filing	2019-05-05	2019-05-09	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-05-05	2019-05-09	Los Angeles
145	The Professional Certified Office Manager Programme	2019-05-05	2019-05-09	Singapore
305	Office Management & Effective Administration Skills	2019-05-05	2019-05-09	Athens
358	Executive Office Administration and Secretarial Skills	2019-05-05	2019-05-09	Kuala Lumpur
499	Administration and Office Management: Best Practices and Technologies	2019-05-05	2019-05-09	Milan

526	Advanced Office Management & Secretarial Effective Administration Skills	2019-05-05	2019-05-09	Prague
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-05-05	2019-05-09	Dublin
528	Effective Report Writing Skills	2019-05-05	2019-05-09	Athens
529	Executive Secretariat and Office Management for Top Management	2019-05-05	2019-05-09	Washington
533	Secretariat - Future Office Management	2019-05-05	2019-05-09	Beirut
540	Key Managerial Skills for New Managers and Supervisors	2019-05-05	2019-05-09	Milan
541	Strategies for the security of documents and electronic information	2019-05-05	2019-05-16	Athens
551	Archiving & Filing	2019-05-05	2019-05-09	Abu Dhabi
552	Control and electronic archiving for Office Managers	2019-05-05	2019-05-09	Amman
594	Professional Secretarial & Administration Skills	2019-05-05	2019-05-09	Cairo
595	Communication Skills	2019-05-05	2019-05-09	Kuala Lumpur
596	Administrative & Executive Secretarial Skills	2019-05-05	2019-05-09	Copenhagen
597	Advanced Documents & Records Management Compliance	2019-05-05	2019-05-09	Beirut
615	E -Library Management Techniques	2019-05-05	2019-05-09	Copenhagen
614	The Support Staff and Administrative Assistant	2019-05-05	2019-05-09	Beirut
613	The Office Professional and Records Management Masterclass	2019-05-05	2019-05-16	Cairo
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-05-05	2019-05-09	Marrakech
610	Efficient Administration Skills	2019-05-05	2019-05-09	Sydney
609	Time Management and Personal Effectiveness	2019-05-05	2019-05-09	Milan
601	Effective Office Management	2019-05-05	2019-05-09	Amman
619	The Senior Administrator Program	2019-05-05	2019-05-16	Casablanca
618	Critical Competencies for Administrators & Secretaries	2019-05-05	2019-05-09	Milan
529	Executive Secretariat and Office Management for Top Management	2019-05-05	2019-05-09	California
594	Professional Secretarial & Administration Skills	2019-05-05	2019-05-09	Riyadh
613	The Office Professional and Records Management Masterclass	2019-05-05	2019-05-16	Riyadh
551	Archiving & Filing	2019-05-05	2019-05-09	Kuwait
595	Communication Skills	2019-05-12	2019-05-16	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-05-12	2019-05-16	Dubai
596	Administrative & Executive Secretarial	2019-05-12	2019-05-16	Dubai

	Skills			
305	Office Management & Effective Administration Skills	2019-05-12	2019-05-16	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-05-12	2019-05-16	Singapore
145	The Professional Certified Office Manager Programme	2019-05-12	2019-05-16	Marrakech
305	Office Management & Effective Administration Skills	2019-05-12	2019-05-16	Washington
358	Executive Office Administration and Secretarial Skills	2019-05-12	2019-05-16	London
499	Administration and Office Management: Best Practices and Technologies	2019-05-12	2019-05-16	Barcelona
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-05-12	2019-05-16	Dublin
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-05-12	2019-05-16	Athens
528	Effective Report Writing Skills	2019-05-12	2019-05-16	Washington
529	Executive Secretariat and Office Management for Top Management	2019-05-12	2019-05-16	Cairo
533	Secretariat - Future Office Management	2019-05-12	2019-05-16	Los Angeles
540	Key Managerial Skills for New Managers and Supervisors	2019-05-12	2019-05-16	Barcelona
551	Archiving & Filing	2019-05-12	2019-05-16	Amman
552	Control and electronic archiving for Office Managers	2019-05-12	2019-05-16	Jakarta
594	Professional Secretarial & Administration Skills	2019-05-12	2019-05-16	Kuala Lumpur
595	Communication Skills	2019-05-12	2019-05-16	London
596	Administrative & Executive Secretarial Skills	2019-05-12	2019-05-16	Beirut
597	Advanced Documents & Records Management Compliance	2019-05-12	2019-05-16	Los Angeles
615	E -Library Management Techniques	2019-05-12	2019-05-16	Beirut
614	The Support Staff and Administrative Assistant	2019-05-12	2019-05-16	Los Angeles
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-05-12	2019-05-16	Sydney
610	Efficient Administration Skills	2019-05-12	2019-05-16	Milan
609	Time Management and Personal Effectiveness	2019-05-12	2019-05-16	Barcelona
601	Effective Office Management	2019-05-12	2019-05-16	Jakarta
618	Critical Competencies for Administrators & Secretaries	2019-05-12	2019-05-16	Barcelona
305	Office Management & Effective Administration Skills	2019-05-12	2019-05-16	California
528	Effective Report Writing Skills	2019-05-12	2019-05-16	California
529	Executive Secretariat and Office	2019-05-12	2019-05-16	Riyadh

	Management for Top Management			
597	Advanced Documents & Records Management Compliance	2019-06-16	2019-06-20	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-06-16	2019-06-20	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-06-16	2019-06-20	Marrakech
145	The Professional Certified Office Manager Programme	2019-06-16	2019-06-20	Sydney
305	Office Management & Effective Administration Skills	2019-06-16	2019-06-20	Cairo
358	Executive Office Administration and Secretarial Skills	2019-06-16	2019-06-20	Madrid
499	Administration and Office Management: Best Practices and Technologies	2019-06-16	2019-06-20	Cairo
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-06-16	2019-06-20	Athens
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-06-16	2019-06-20	Washington
528	Effective Report Writing Skills	2019-06-16	2019-06-20	Cairo
529	Executive Secretariat and Office Management for Top Management	2019-06-16	2019-06-20	Kuala Lumpur
533	Secretariat - Future Office Management	2019-06-16	2019-06-20	Singapore
540	Key Managerial Skills for New Managers and Supervisors	2019-06-16	2019-06-20	Cairo
541	Strategies for the security of documents and electronic information	2019-06-16	2019-06-27	Washington
551	Archiving & Filing	2019-06-16	2019-06-20	Jakarta
552	Control and electronic archiving for Office Managers	2019-06-16	2019-06-20	Sharm El Sheikh
594	Professional Secretarial & Administration Skills	2019-06-16	2019-06-20	London
595	Communication Skills	2019-06-16	2019-06-20	Madrid
596	Administrative & Executive Secretarial Skills	2019-06-16	2019-06-20	Los Angeles
597	Advanced Documents & Records Management Compliance	2019-06-16	2019-06-20	Singapore
615	E -Library Management Techniques	2019-06-16	2019-06-20	Los Angeles
614	The Support Staff and Administrative Assistant	2019-06-16	2019-06-20	Singapore
613	The Office Professional and Records Management Masterclass	2019-06-16	2019-06-27	Kuala Lumpur
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-06-16	2019-06-20	Milan
610	Efficient Administration Skills	2019-06-16	2019-06-20	Barcelona
609	Time Management and Personal Effectiveness	2019-06-16	2019-06-20	Cairo
601	Effective Office Management	2019-06-16	2019-06-20	Sharm El Sheikh

619	The Senior Administrator Program	2019-06-16	2019-06-27	Paris
618	Critical Competencies for Administrators & Secretaries	2019-06-16	2019-06-20	Cairo
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-06-16	2019-06-20	California
541	Strategies for the security of documents and electronic information	2019-06-16	2019-06-27	California
305	Office Management & Effective Administration Skills	2019-06-16	2019-06-20	Riyadh
499	Administration and Office Management: Best Practices and Technologies	2019-06-16	2019-06-20	Riyadh
528	Effective Report Writing Skills	2019-06-16	2019-06-20	Riyadh
540	Key Managerial Skills for New Managers and Supervisors	2019-06-16	2019-06-20	Riyadh
609	Time Management and Personal Effectiveness	2019-06-16	2019-06-20	Riyadh
618	Critical Competencies for Administrators & Secretaries	2019-06-16	2019-06-20	Riyadh
552	Control and electronic archiving for Office Managers	2019-06-16	2019-06-20	Jeddah
601	Effective Office Management	2019-06-16	2019-06-20	Jeddah
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-06-23	2019-06-27	Dubai
552	Control and electronic archiving for Office Managers	2019-06-23	2019-06-27	Dubai
594	Professional Secretarial & Administration Skills	2019-06-23	2019-06-27	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-06-23	2019-06-27	Sydney
145	The Professional Certified Office Manager Programme	2019-06-23	2019-06-27	Milan
305	Office Management & Effective Administration Skills	2019-06-23	2019-06-27	Kuala Lumpur
358	Executive Office Administration and Secretarial Skills	2019-06-23	2019-06-27	Abu Dhabi
499	Administration and Office Management: Best Practices and Technologies	2019-06-23	2019-06-27	Kuala Lumpur
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-06-23	2019-06-27	Washington
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-06-23	2019-06-27	Cairo
528	Effective Report Writing Skills	2019-06-23	2019-06-27	Kuala Lumpur
529	Executive Secretariat and Office Management for Top Management	2019-06-23	2019-06-27	London
533	Secretariat - Future Office Management	2019-06-23	2019-06-27	Marrakech
540	Key Managerial Skills for New Managers and Supervisors	2019-06-23	2019-06-27	Kuala Lumpur
541	Strategies for the security of documents and electronic information	2019-06-23	2019-07-04	Cairo

541	Strategies for the security of documents and electronic information	2019-06-23	2019-07-04	Kuala Lumpur
551	Archiving & Filing	2019-06-23	2019-06-27	Sharm El Sheikh
552	Control and electronic archiving for Office Managers	2019-06-23	2019-06-27	Amsterdam
594	Professional Secretarial & Administration Skills	2019-06-23	2019-06-27	Madrid
595	Communication Skills	2019-06-23	2019-06-27	Abu Dhabi
596	Administrative & Executive Secretarial Skills	2019-06-23	2019-06-27	Singapore
597	Advanced Documents & Records Management Compliance	2019-06-23	2019-06-27	Marrakech
615	E -Library Management Techniques	2019-06-23	2019-06-27	Singapore
614	The Support Staff and Administrative Assistant	2019-06-23	2019-06-27	Marrakech
613	The Office Professional and Records Management Masterclass	2019-06-23	2019-07-04	London
613	The Office Professional and Records Management Masterclass	2019-06-23	2019-07-04	Madrid
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-06-23	2019-06-27	Barcelona
610	Efficient Administration Skills	2019-06-23	2019-06-27	Cairo
609	Time Management and Personal Effectiveness	2019-06-23	2019-06-27	Kuala Lumpur
601	Effective Office Management	2019-06-23	2019-06-27	Amsterdam
619	The Senior Administrator Program	2019-06-23	2019-07-04	Geneva
619	The Senior Administrator Program	2019-06-23	2019-07-04	Vienna
618	Critical Competencies for Administrators & Secretaries	2019-06-23	2019-06-27	Kuala Lumpur
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-06-23	2019-06-27	California
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-06-23	2019-06-27	Riyadh
541	Strategies for the security of documents and electronic information	2019-06-23	2019-07-04	Riyadh
610	Efficient Administration Skills	2019-06-23	2019-06-27	Riyadh
551	Archiving & Filing	2019-06-23	2019-06-27	Jeddah
358	Executive Office Administration and Secretarial Skills	2019-06-23	2019-06-27	Kuwait
595	Communication Skills	2019-06-23	2019-06-27	Kuwait
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-06-30	2019-07-04	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-06-30	2019-07-04	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-06-30	2019-07-04	Milan

145	The Professional Certified Office Manager Programme	2019-06-30	2019-07-04	Barcelona
305	Office Management & Effective Administration Skills	2019-06-30	2019-07-04	London
358	Executive Office Administration and Secretarial Skills	2019-06-30	2019-07-04	Amman
499	Administration and Office Management: Best Practices and Technologies	2019-06-30	2019-07-04	London
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-06-30	2019-07-04	Cairo
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-06-30	2019-07-04	Kuala Lumpur
528	Effective Report Writing Skills	2019-06-30	2019-07-04	London
529	Executive Secretariat and Office Management for Top Management	2019-06-30	2019-07-04	Madrid
533	Secretariat - Future Office Management	2019-06-30	2019-07-04	Sydney
540	Key Managerial Skills for New Managers and Supervisors	2019-06-30	2019-07-04	London
541	Strategies for the security of documents and electronic information	2019-06-30	2019-07-11	London
551	Archiving & Filing	2019-06-30	2019-07-04	Amsterdam
552	Control and electronic archiving for Office Managers	2019-06-30	2019-07-04	Casablanca
594	Professional Secretarial & Administration Skills	2019-06-30	2019-07-04	Abu Dhabi
595	Communication Skills	2019-06-30	2019-07-04	Amman
596	Administrative & Executive Secretarial Skills	2019-06-30	2019-07-04	Marrakech
597	Advanced Documents & Records Management Compliance	2019-06-30	2019-07-04	Sydney
615	E -Library Management Techniques	2019-06-30	2019-07-04	Marrakech
614	The Support Staff and Administrative Assistant	2019-06-30	2019-07-04	Sydney
613	The Office Professional and Records Management Masterclass	2019-06-30	2019-07-11	Abu Dhabi
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-06-30	2019-07-04	Cairo
610	Efficient Administration Skills	2019-06-30	2019-07-04	Kuala Lumpur
609	Time Management and Personal Effectiveness	2019-06-30	2019-07-04	London
601	Effective Office Management	2019-06-30	2019-07-04	Casablanca
619	The Senior Administrator Program	2019-06-30	2019-07-11	Munich
618	Critical Competencies for Administrators & Secretaries	2019-06-30	2019-07-04	London
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-06-30	2019-07-04	Riyadh
611	Organising and Behavioural Skills for Administrative Professionals-Executive	2019-06-30	2019-07-04	Riyadh

	Secretaries-PAs			
594	Professional Secretarial & Administration Skills	2019-06-30	2019-07-04	Kuwait
613	The Office Professional and Records Management Masterclass	2019-06-30	2019-07-11	Kuwait
533	Secretariat - Future Office Management	2019-07-07	2019-07-11	Dubai
528	Effective Report Writing Skills	2019-07-07	2019-07-11	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-07-07	2019-07-11	Dubai
358	Executive Office Administration and Secretarial Skills	2019-07-07	2019-07-11	Dubai
145	The Professional Certified Office Manager Programme	2019-07-07	2019-07-11	Dubai
541	Strategies for the security of documents and electronic information	2019-07-07	2019-07-18	Dubai
551	Archiving & Filing	2019-07-07	2019-07-11	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-07-07	2019-07-11	Barcelona
145	The Professional Certified Office Manager Programme	2019-07-07	2019-07-11	Cairo
305	Office Management & Effective Administration Skills	2019-07-07	2019-07-11	Madrid
358	Executive Office Administration and Secretarial Skills	2019-07-07	2019-07-11	Jakarta
499	Administration and Office Management: Best Practices and Technologies	2019-07-07	2019-07-11	Madrid
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-07-07	2019-07-11	Kuala Lumpur
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-07-07	2019-07-11	London
528	Effective Report Writing Skills	2019-07-07	2019-07-11	Madrid
529	Executive Secretariat and Office Management for Top Management	2019-07-07	2019-07-11	Abu Dhabi
533	Secretariat - Future Office Management	2019-07-07	2019-07-11	Milan
540	Key Managerial Skills for New Managers and Supervisors	2019-07-07	2019-07-11	Madrid
541	Strategies for the security of documents and electronic information	2019-07-07	2019-07-18	Madrid
551	Archiving & Filing	2019-07-07	2019-07-11	Casablanca
552	Control and electronic archiving for Office Managers	2019-07-07	2019-07-11	Paris
594	Professional Secretarial & Administration Skills	2019-07-07	2019-07-11	Amman
595	Communication Skills	2019-07-07	2019-07-11	Jakarta
596	Administrative & Executive Secretarial Skills	2019-07-07	2019-07-11	Sydney
597	Advanced Documents & Records Management Compliance	2019-07-07	2019-07-11	Milan
615	E -Library Management Techniques	2019-07-07	2019-07-11	Sydney

614	The Support Staff and Administrative Assistant	2019-07-07	2019-07-11	Milan
613	The Office Professional and Records Management Masterclass	2019-07-07	2019-07-18	Amman
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-07-07	2019-07-11	Kuala Lumpur
610	Efficient Administration Skills	2019-07-07	2019-07-11	London
609	Time Management and Personal Effectiveness	2019-07-07	2019-07-11	Madrid
601	Effective Office Management	2019-07-07	2019-07-11	Paris
619	The Senior Administrator Program	2019-07-07	2019-07-18	Istanbul
618	Critical Competencies for Administrators & Secretaries	2019-07-07	2019-07-11	Madrid
145	The Professional Certified Office Manager Programme	2019-07-07	2019-07-11	Riyadh
529	Executive Secretariat and Office Management for Top Management	2019-07-07	2019-07-11	Kuwait
595	Communication Skills	2019-07-14	2019-07-18	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-07-14	2019-07-18	Dubai
305	Office Management & Effective Administration Skills	2019-07-14	2019-07-18	Dubai
596	Administrative & Executive Secretarial Skills	2019-07-14	2019-07-18	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-07-14	2019-07-18	Cairo
145	The Professional Certified Office Manager Programme	2019-07-14	2019-07-18	Kuala Lumpur
305	Office Management & Effective Administration Skills	2019-07-14	2019-07-18	Abu Dhabi
358	Executive Office Administration and Secretarial Skills	2019-07-14	2019-07-18	Sharm El Sheikh
499	Administration and Office Management: Best Practices and Technologies	2019-07-14	2019-07-18	Abu Dhabi
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-07-14	2019-07-18	London
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-07-14	2019-07-18	Madrid
528	Effective Report Writing Skills	2019-07-14	2019-07-18	Abu Dhabi
529	Executive Secretariat and Office Management for Top Management	2019-07-14	2019-07-18	Amman
533	Secretariat - Future Office Management	2019-07-14	2019-07-18	Barcelona
540	Key Managerial Skills for New Managers and Supervisors	2019-07-14	2019-07-18	Abu Dhabi
541	Strategies for the security of documents and electronic information	2019-07-14	2019-07-25	Abu Dhabi
551	Archiving & Filing	2019-07-14	2019-07-18	Paris
552	Control and electronic archiving for	2019-07-14	2019-07-18	Geneva

	Office Managers			
594	Professional Secretarial & Administration Skills	2019-07-14	2019-07-18	Jakarta
595	Communication Skills	2019-07-14	2019-07-18	Sharm El Sheikh
596	Administrative & Executive Secretarial Skills	2019-07-14	2019-07-18	Milan
597	Advanced Documents & Records Management Compliance	2019-07-14	2019-07-18	Barcelona
615	E -Library Management Techniques	2019-07-14	2019-07-18	Milan
614	The Support Staff and Administrative Assistant	2019-07-14	2019-07-18	Barcelona
613	The Office Professional and Records Management Masterclass	2019-07-14	2019-07-25	Jakarta
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-07-14	2019-07-18	London
610	Efficient Administration Skills	2019-07-14	2019-07-18	Madrid
609	Time Management and Personal Effectiveness	2019-07-14	2019-07-18	Abu Dhabi
601	Effective Office Management	2019-07-14	2019-07-18	Geneva
619	The Senior Administrator Program	2019-07-14	2019-07-25	Toronto
618	Critical Competencies for Administrators & Secretaries	2019-07-14	2019-07-18	Abu Dhabi
143	The Senior Secretary Development Programme (Professional Certificate)	2019-07-14	2019-07-18	Riyadh
358	Executive Office Administration and Secretarial Skills	2019-07-14	2019-07-18	Jeddah
595	Communication Skills	2019-07-14	2019-07-18	Jeddah
305	Office Management & Effective Administration Skills	2019-07-14	2019-07-18	Kuwait
499	Administration and Office Management: Best Practices and Technologies	2019-07-14	2019-07-18	Kuwait
528	Effective Report Writing Skills	2019-07-14	2019-07-18	Kuwait
540	Key Managerial Skills for New Managers and Supervisors	2019-07-14	2019-07-18	Kuwait
541	Strategies for the security of documents and electronic information	2019-07-14	2019-07-25	Kuwait
609	Time Management and Personal Effectiveness	2019-07-14	2019-07-18	Kuwait
618	Critical Competencies for Administrators & Secretaries	2019-07-14	2019-07-18	Kuwait
597	Advanced Documents & Records Management Compliance	2019-07-21	2019-07-25	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-07-21	2019-07-25	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-07-21	2019-07-25	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-07-21	2019-07-25	Kuala Lumpur

145	The Professional Certified Office Manager Programme	2019-07-21	2019-07-25	London
305	Office Management & Effective Administration Skills	2019-07-21	2019-07-25	Amman
358	Executive Office Administration and Secretarial Skills	2019-07-21	2019-07-25	Amsterdam
499	Administration and Office Management: Best Practices and Technologies	2019-07-21	2019-07-25	Amman
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-07-21	2019-07-25	Madrid
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-07-21	2019-07-25	Abu Dhabi
528	Effective Report Writing Skills	2019-07-21	2019-07-25	Amman
529	Executive Secretariat and Office Management for Top Management	2019-07-21	2019-07-25	Jakarta
533	Secretariat - Future Office Management	2019-07-21	2019-07-25	Cairo
540	Key Managerial Skills for New Managers and Supervisors	2019-07-21	2019-07-25	Amman
541	Strategies for the security of documents and electronic information	2019-07-21	2019-08-01	Amman
551	Archiving & Filing	2019-07-21	2019-07-25	Geneva
552	Control and electronic archiving for Office Managers	2019-07-21	2019-07-25	Vienna
594	Professional Secretarial & Administration Skills	2019-07-21	2019-07-25	Sharm El Sheikh
595	Communication Skills	2019-07-21	2019-07-25	Amsterdam
596	Administrative & Executive Secretarial Skills	2019-07-21	2019-07-25	Barcelona
597	Advanced Documents & Records Management Compliance	2019-07-21	2019-07-25	Cairo
615	E -Library Management Techniques	2019-07-21	2019-07-25	Barcelona
614	The Support Staff and Administrative Assistant	2019-07-21	2019-07-25	Cairo
613	The Office Professional and Records Management Masterclass	2019-07-21	2019-08-01	Sharm El Sheikh
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-07-21	2019-07-25	Madrid
610	Efficient Administration Skills	2019-07-21	2019-07-25	Abu Dhabi
609	Time Management and Personal Effectiveness	2019-07-21	2019-07-25	Amman
601	Effective Office Management	2019-07-21	2019-07-25	Vienna
619	The Senior Administrator Program	2019-07-21	2019-08-01	Manama
618	Critical Competencies for Administrators & Secretaries	2019-07-21	2019-07-25	Amman
533	Secretariat - Future Office Management	2019-07-21	2019-07-25	Riyadh
597	Advanced Documents & Records Management Compliance	2019-07-21	2019-07-25	Riyadh

614	The Support Staff and Administrative Assistant	2019-07-21	2019-07-25	Riyadh
594	Professional Secretarial & Administration Skills	2019-07-21	2019-07-25	Jeddah
613	The Office Professional and Records Management Masterclass	2019-07-21	2019-08-01	Jeddah
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-07-21	2019-07-25	Kuwait
610	Efficient Administration Skills	2019-07-21	2019-07-25	Kuwait
552	Control and electronic archiving for Office Managers	2019-07-28	2019-08-01	Dubai
594	Professional Secretarial & Administration Skills	2019-07-28	2019-08-01	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-07-28	2019-08-01	London
145	The Professional Certified Office Manager Programme	2019-07-28	2019-08-01	Madrid
305	Office Management & Effective Administration Skills	2019-07-28	2019-08-01	Jakarta
358	Executive Office Administration and Secretarial Skills	2019-07-28	2019-08-01	Casablanca
499	Administration and Office Management: Best Practices and Technologies	2019-07-28	2019-08-01	Jakarta
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-07-28	2019-08-01	Abu Dhabi
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-07-28	2019-08-01	Amman
528	Effective Report Writing Skills	2019-07-28	2019-08-01	Jakarta
529	Executive Secretariat and Office Management for Top Management	2019-07-28	2019-08-01	Sharm El Sheikh
533	Secretariat - Future Office Management	2019-07-28	2019-08-01	Kuala Lumpur
540	Key Managerial Skills for New Managers and Supervisors	2019-07-28	2019-08-01	Jakarta
541	Strategies for the security of documents and electronic information	2019-07-28	2019-08-08	Jakarta
551	Archiving & Filing	2019-07-28	2019-08-01	Vienna
552	Control and electronic archiving for Office Managers	2019-07-28	2019-08-01	Munich
594	Professional Secretarial & Administration Skills	2019-07-28	2019-08-01	Amsterdam
595	Communication Skills	2019-07-28	2019-08-01	Casablanca
596	Administrative & Executive Secretarial Skills	2019-07-28	2019-08-01	Cairo
597	Advanced Documents & Records Management Compliance	2019-07-28	2019-08-01	Kuala Lumpur
615	E -Library Management Techniques	2019-07-28	2019-08-01	Cairo
614	The Support Staff and Administrative Assistant	2019-07-28	2019-08-01	Kuala Lumpur
613	The Office Professional and Records	2019-07-28	2019-08-08	Amsterdam

	Management Masterclass			
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-07-28	2019-08-01	Abu Dhabi
610	Efficient Administration Skills	2019-07-28	2019-08-01	Amman
609	Time Management and Personal Effectiveness	2019-07-28	2019-08-01	Jakarta
601	Effective Office Management	2019-07-28	2019-08-01	Munich
619	The Senior Administrator Program	2019-07-28	2019-08-08	Stockholm
618	Critical Competencies for Administrators & Secretaries	2019-07-28	2019-08-01	Jakarta
596	Administrative & Executive Secretarial Skills	2019-07-28	2019-08-01	Riyadh
615	E -Library Management Techniques	2019-07-28	2019-08-01	Riyadh
529	Executive Secretariat and Office Management for Top Management	2019-07-28	2019-08-01	Jeddah
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-07-28	2019-08-01	Kuwait
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-07-28	2019-08-01	Kuwait
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-08-04	2019-08-08	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-08-04	2019-08-08	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-08-04	2019-08-08	Madrid
145	The Professional Certified Office Manager Programme	2019-08-04	2019-08-08	Abu Dhabi
305	Office Management & Effective Administration Skills	2019-08-04	2019-08-08	Sharm El Sheikh
358	Executive Office Administration and Secretarial Skills	2019-08-04	2019-08-08	Paris
499	Administration and Office Management: Best Practices and Technologies	2019-08-04	2019-08-08	Sharm El Sheikh
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-08-04	2019-08-08	Amman
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-08-04	2019-08-08	Jakarta
528	Effective Report Writing Skills	2019-08-04	2019-08-08	Sharm El Sheikh
529	Executive Secretariat and Office Management for Top Management	2019-08-04	2019-08-08	Amsterdam
533	Secretariat - Future Office Management	2019-08-04	2019-08-08	London
540	Key Managerial Skills for New Managers and Supervisors	2019-08-04	2019-08-08	Sharm El Sheikh
541	Strategies for the security of documents and electronic information	2019-08-04	2019-08-15	Sharm El Sheikh
551	Archiving & Filing	2019-08-04	2019-08-08	Munich
552	Control and electronic archiving for	2019-08-04	2019-08-08	Istanbul

	Office Managers			
594	Professional Secretarial & Administration Skills	2019-08-04	2019-08-08	Casablanca
595	Communication Skills	2019-08-04	2019-08-08	Paris
596	Administrative & Executive Secretarial Skills	2019-08-04	2019-08-08	Kuala Lumpur
597	Advanced Documents & Records Management Compliance	2019-08-04	2019-08-08	London
615	E -Library Management Techniques	2019-08-04	2019-08-08	Kuala Lumpur
614	The Support Staff and Administrative Assistant	2019-08-04	2019-08-08	London
613	The Office Professional and Records Management Masterclass	2019-08-04	2019-08-15	Casablanca
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-08-04	2019-08-08	Amman
610	Efficient Administration Skills	2019-08-04	2019-08-08	Jakarta
609	Time Management and Personal Effectiveness	2019-08-04	2019-08-08	Sharm El Sheikh
601	Effective Office Management	2019-08-04	2019-08-08	Istanbul
619	The Senior Administrator Program	2019-08-04	2019-08-15	Boston
618	Critical Competencies for Administrators & Secretaries	2019-08-04	2019-08-08	Sharm El Sheikh
305	Office Management & Effective Administration Skills	2019-08-04	2019-08-08	Jeddah
499	Administration and Office Management: Best Practices and Technologies	2019-08-04	2019-08-08	Jeddah
528	Effective Report Writing Skills	2019-08-04	2019-08-08	Jeddah
540	Key Managerial Skills for New Managers and Supervisors	2019-08-04	2019-08-08	Jeddah
541	Strategies for the security of documents and electronic information	2019-08-04	2019-08-15	Jeddah
609	Time Management and Personal Effectiveness	2019-08-04	2019-08-08	Jeddah
618	Critical Competencies for Administrators & Secretaries	2019-08-04	2019-08-08	Jeddah
145	The Professional Certified Office Manager Programme	2019-08-04	2019-08-08	Kuwait
533	Secretariat - Future Office Management	2019-08-11	2019-08-15	Dubai
528	Effective Report Writing Skills	2019-08-11	2019-08-15	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-08-11	2019-08-15	Dubai
358	Executive Office Administration and Secretarial Skills	2019-08-11	2019-08-15	Dubai
145	The Professional Certified Office Manager Programme	2019-08-11	2019-08-15	Dubai
541	Strategies for the security of documents and electronic information	2019-08-11	2019-08-22	Dubai

551	Archiving & Filing	2019-08-11	2019-08-15	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-08-11	2019-08-15	Abu Dhabi
145	The Professional Certified Office Manager Programme	2019-08-11	2019-08-15	Amman
305	Office Management & Effective Administration Skills	2019-08-11	2019-08-15	Amsterdam
358	Executive Office Administration and Secretarial Skills	2019-08-11	2019-08-15	Geneva
499	Administration and Office Management: Best Practices and Technologies	2019-08-11	2019-08-15	Amsterdam
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-08-11	2019-08-15	Jakarta
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-08-11	2019-08-15	Sharm El Sheikh
528	Effective Report Writing Skills	2019-08-11	2019-08-15	Amsterdam
529	Executive Secretariat and Office Management for Top Management	2019-08-11	2019-08-15	Casablanca
533	Secretariat - Future Office Management	2019-08-11	2019-08-15	Madrid
540	Key Managerial Skills for New Managers and Supervisors	2019-08-11	2019-08-15	Amsterdam
541	Strategies for the security of documents and electronic information	2019-08-11	2019-08-22	Amsterdam
551	Archiving & Filing	2019-08-11	2019-08-15	Istanbul
552	Control and electronic archiving for Office Managers	2019-08-11	2019-08-15	Toronto
594	Professional Secretarial & Administration Skills	2019-08-11	2019-08-15	Paris
595	Communication Skills	2019-08-11	2019-08-15	Geneva
596	Administrative & Executive Secretarial Skills	2019-08-11	2019-08-15	London
597	Advanced Documents & Records Management Compliance	2019-08-11	2019-08-15	Madrid
615	E -Library Management Techniques	2019-08-11	2019-08-15	London
614	The Support Staff and Administrative Assistant	2019-08-11	2019-08-15	Madrid
613	The Office Professional and Records Management Masterclass	2019-08-11	2019-08-22	Paris
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-08-11	2019-08-15	Jakarta
610	Efficient Administration Skills	2019-08-11	2019-08-15	Sharm El Sheikh
609	Time Management and Personal Effectiveness	2019-08-11	2019-08-15	Amsterdam
601	Effective Office Management	2019-08-11	2019-08-15	Toronto
619	The Senior Administrator Program	2019-08-11	2019-08-22	Roma
618	Critical Competencies for Administrators & Secretaries	2019-08-11	2019-08-15	Amsterdam

527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-08-11	2019-08-15	Jeddah
610	Efficient Administration Skills	2019-08-11	2019-08-15	Jeddah
143	The Senior Secretary Development Programme (Professional Certificate)	2019-08-11	2019-08-15	Kuwait
596	Administrative & Executive Secretarial Skills	2019-08-18	2019-08-22	Dubai
595	Communication Skills	2019-08-18	2019-08-22	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-08-18	2019-08-22	Dubai
305	Office Management & Effective Administration Skills	2019-08-18	2019-08-22	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-08-18	2019-08-22	Amman
145	The Professional Certified Office Manager Programme	2019-08-18	2019-08-22	Jakarta
305	Office Management & Effective Administration Skills	2019-08-18	2019-08-22	Casablanca
358	Executive Office Administration and Secretarial Skills	2019-08-18	2019-08-22	Vienna
499	Administration and Office Management: Best Practices and Technologies	2019-08-18	2019-08-22	Casablanca
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-08-18	2019-08-22	Sharm El Sheikh
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-08-18	2019-08-22	Amsterdam
528	Effective Report Writing Skills	2019-08-18	2019-08-22	Casablanca
529	Executive Secretariat and Office Management for Top Management	2019-08-18	2019-08-22	Paris
533	Secretariat - Future Office Management	2019-08-18	2019-08-22	Abu Dhabi
540	Key Managerial Skills for New Managers and Supervisors	2019-08-18	2019-08-22	Casablanca
541	Strategies for the security of documents and electronic information	2019-08-18	2019-08-29	Casablanca
551	Archiving & Filing	2019-08-18	2019-08-22	Toronto
552	Control and electronic archiving for Office Managers	2019-08-18	2019-08-22	Manama
594	Professional Secretarial & Administration Skills	2019-08-18	2019-08-22	Geneva
595	Communication Skills	2019-08-18	2019-08-22	Vienna
596	Administrative & Executive Secretarial Skills	2019-08-18	2019-08-22	Madrid
597	Advanced Documents & Records Management Compliance	2019-08-18	2019-08-22	Abu Dhabi
615	E -Library Management Techniques	2019-08-18	2019-08-22	Madrid
614	The Support Staff and Administrative Assistant	2019-08-18	2019-08-22	Abu Dhabi
613	The Office Professional and Records Management Masterclass	2019-08-18	2019-08-29	Geneva

611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-08-18	2019-08-22	Sharm El Sheikh
610	Efficient Administration Skills	2019-08-18	2019-08-22	Amsterdam
609	Time Management and Personal Effectiveness	2019-08-18	2019-08-22	Casablanca
601	Effective Office Management	2019-08-18	2019-08-22	Manama
619	The Senior Administrator Program	2019-08-18	2019-08-29	Prague
618	Critical Competencies for Administrators & Secretaries	2019-08-18	2019-08-22	Casablanca
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-08-18	2019-08-22	Jeddah
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-08-18	2019-08-22	Jeddah
533	Secretariat - Future Office Management	2019-08-18	2019-08-22	Kuwait
597	Advanced Documents & Records Management Compliance	2019-08-18	2019-08-22	Kuwait
614	The Support Staff and Administrative Assistant	2019-08-18	2019-08-22	Kuwait
597	Advanced Documents & Records Management Compliance	2019-08-25	2019-08-29	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-08-25	2019-08-29	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-08-25	2019-08-29	Jakarta
145	The Professional Certified Office Manager Programme	2019-08-25	2019-08-29	Sharm El Sheikh
305	Office Management & Effective Administration Skills	2019-08-25	2019-08-29	Paris
358	Executive Office Administration and Secretarial Skills	2019-08-25	2019-08-29	Munich
499	Administration and Office Management: Best Practices and Technologies	2019-08-25	2019-08-29	Paris
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-08-25	2019-08-29	Amsterdam
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-08-25	2019-08-29	Casablanca
528	Effective Report Writing Skills	2019-08-25	2019-08-29	Paris
529	Executive Secretariat and Office Management for Top Management	2019-08-25	2019-08-29	Geneva
533	Secretariat - Future Office Management	2019-08-25	2019-08-29	Amman
540	Key Managerial Skills for New Managers and Supervisors	2019-08-25	2019-08-29	Paris
541	Strategies for the security of documents and electronic information	2019-08-25	2019-09-05	Paris
551	Archiving & Filing	2019-08-25	2019-08-29	Manama
552	Control and electronic archiving for Office Managers	2019-08-25	2019-08-29	Stockholm
594	Professional Secretarial & Administration	2019-08-25	2019-08-29	Vienna

	Skills			
595	Communication Skills	2019-08-25	2019-08-29	Munich
596	Administrative & Executive Secretarial Skills	2019-08-25	2019-08-29	Abu Dhabi
597	Advanced Documents & Records Management Compliance	2019-08-25	2019-08-29	Amman
615	E -Library Management Techniques	2019-08-25	2019-08-29	Abu Dhabi
614	The Support Staff and Administrative Assistant	2019-08-25	2019-08-29	Amman
613	The Office Professional and Records Management Masterclass	2019-08-25	2019-09-05	Vienna
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-08-25	2019-08-29	Amsterdam
610	Efficient Administration Skills	2019-08-25	2019-08-29	Casablanca
609	Time Management and Personal Effectiveness	2019-08-25	2019-08-29	Paris
601	Effective Office Management	2019-08-25	2019-08-29	Stockholm
619	The Senior Administrator Program	2019-08-25	2019-09-05	Dublin
618	Critical Competencies for Administrators & Secretaries	2019-08-25	2019-08-29	Paris
145	The Professional Certified Office Manager Programme	2019-08-25	2019-08-29	Jeddah
596	Administrative & Executive Secretarial Skills	2019-08-25	2019-08-29	Kuwait
615	E -Library Management Techniques	2019-08-25	2019-08-29	Kuwait
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-09-01	2019-09-05	Dubai
552	Control and electronic archiving for Office Managers	2019-09-01	2019-09-05	Dubai
594	Professional Secretarial & Administration Skills	2019-09-01	2019-09-05	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-09-01	2019-09-05	Sharm El Sheikh
145	The Professional Certified Office Manager Programme	2019-09-01	2019-09-05	Amsterdam
305	Office Management & Effective Administration Skills	2019-09-01	2019-09-05	Geneva
358	Executive Office Administration and Secretarial Skills	2019-09-01	2019-09-05	Istanbul
499	Administration and Office Management: Best Practices and Technologies	2019-09-01	2019-09-05	Geneva
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-09-01	2019-09-05	Casablanca
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-09-01	2019-09-05	Paris
528	Effective Report Writing Skills	2019-09-01	2019-09-05	Geneva
529	Executive Secretariat and Office Management for Top Management	2019-09-01	2019-09-05	Vienna

533	Secretariat - Future Office Management	2019-09-01	2019-09-05	Jakarta
540	Key Managerial Skills for New Managers and Supervisors	2019-09-01	2019-09-05	Geneva
541	Strategies for the security of documents and electronic information	2019-09-01	2019-09-12	Geneva
551	Archiving & Filing	2019-09-01	2019-09-05	Stockholm
552	Control and electronic archiving for Office Managers	2019-09-01	2019-09-05	Boston
594	Professional Secretarial & Administration Skills	2019-09-01	2019-09-05	Munich
595	Communication Skills	2019-09-01	2019-09-05	Istanbul
596	Administrative & Executive Secretarial Skills	2019-09-01	2019-09-05	Amman
597	Advanced Documents & Records Management Compliance	2019-09-01	2019-09-05	Jakarta
615	E -Library Management Techniques	2019-09-01	2019-09-05	Amman
614	The Support Staff and Administrative Assistant	2019-09-01	2019-09-05	Jakarta
613	The Office Professional and Records Management Masterclass	2019-09-01	2019-09-12	Munich
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-09-01	2019-09-05	Casablanca
610	Efficient Administration Skills	2019-09-01	2019-09-05	Paris
609	Time Management and Personal Effectiveness	2019-09-01	2019-09-05	Geneva
601	Effective Office Management	2019-09-01	2019-09-05	Boston
619	The Senior Administrator Program	2019-09-01	2019-09-12	Athens
618	Critical Competencies for Administrators & Secretaries	2019-09-01	2019-09-05	Geneva
143	The Senior Secretary Development Programme (Professional Certificate)	2019-09-01	2019-09-05	Jeddah
551	Archiving & Filing	2019-09-08	2019-09-12	Dubai
541	Strategies for the security of documents and electronic information	2019-09-08	2019-09-19	Dubai
533	Secretariat - Future Office Management	2019-09-08	2019-09-12	Dubai
528	Effective Report Writing Skills	2019-09-08	2019-09-12	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-09-08	2019-09-12	Dubai
358	Executive Office Administration and Secretarial Skills	2019-09-08	2019-09-12	Dubai
145	The Professional Certified Office Manager Programme	2019-09-08	2019-09-12	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-09-08	2019-09-12	Amsterdam
145	The Professional Certified Office Manager Programme	2019-09-08	2019-09-12	Casablanca
305	Office Management & Effective Administration Skills	2019-09-08	2019-09-12	Vienna

358	Executive Office Administration and Secretarial Skills	2019-09-08	2019-09-12	Toronto
499	Administration and Office Management: Best Practices and Technologies	2019-09-08	2019-09-12	Vienna
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-09-08	2019-09-12	Paris
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-09-08	2019-09-12	Geneva
528	Effective Report Writing Skills	2019-09-08	2019-09-12	Vienna
529	Executive Secretariat and Office Management for Top Management	2019-09-08	2019-09-12	Munich
533	Secretariat - Future Office Management	2019-09-08	2019-09-12	Sharm El Sheikh
540	Key Managerial Skills for New Managers and Supervisors	2019-09-08	2019-09-12	Vienna
541	Strategies for the security of documents and electronic information	2019-09-08	2019-09-19	Vienna
551	Archiving & Filing	2019-09-08	2019-09-12	Boston
552	Control and electronic archiving for Office Managers	2019-09-08	2019-09-12	Roma
594	Professional Secretarial & Administration Skills	2019-09-08	2019-09-12	Istanbul
595	Communication Skills	2019-09-08	2019-09-12	Toronto
596	Administrative & Executive Secretarial Skills	2019-09-08	2019-09-12	Jakarta
597	Advanced Documents & Records Management Compliance	2019-09-08	2019-09-12	Sharm El Sheikh
615	E -Library Management Techniques	2019-09-08	2019-09-12	Jakarta
614	The Support Staff and Administrative Assistant	2019-09-08	2019-09-12	Sharm El Sheikh
613	The Office Professional and Records Management Masterclass	2019-09-08	2019-09-19	Istanbul
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-09-08	2019-09-12	Paris
610	Efficient Administration Skills	2019-09-08	2019-09-12	Geneva
609	Time Management and Personal Effectiveness	2019-09-08	2019-09-12	Vienna
601	Effective Office Management	2019-09-08	2019-09-12	Roma
619	The Senior Administrator Program	2019-09-08	2019-09-19	Washington
618	Critical Competencies for Administrators & Secretaries	2019-09-08	2019-09-12	Vienna
619	The Senior Administrator Program	2019-09-08	2019-09-19	California
533	Secretariat - Future Office Management	2019-09-08	2019-09-12	Jeddah
597	Advanced Documents & Records Management Compliance	2019-09-08	2019-09-12	Jeddah
614	The Support Staff and Administrative Assistant	2019-09-08	2019-09-12	Jeddah

596	Administrative & Executive Secretarial Skills	2019-09-15	2019-09-19	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-09-15	2019-09-19	Dubai
305	Office Management & Effective Administration Skills	2019-09-15	2019-09-19	Dubai
595	Communication Skills	2019-09-15	2019-09-19	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-09-15	2019-09-19	Casablanca
145	The Professional Certified Office Manager Programme	2019-09-15	2019-09-19	Paris
305	Office Management & Effective Administration Skills	2019-09-15	2019-09-19	Munich
358	Executive Office Administration and Secretarial Skills	2019-09-15	2019-09-19	Manama
499	Administration and Office Management: Best Practices and Technologies	2019-09-15	2019-09-19	Munich
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-09-15	2019-09-19	Geneva
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-09-15	2019-09-19	Vienna
528	Effective Report Writing Skills	2019-09-15	2019-09-19	Munich
529	Executive Secretariat and Office Management for Top Management	2019-09-15	2019-09-19	Istanbul
533	Secretariat - Future Office Management	2019-09-15	2019-09-19	Amsterdam
540	Key Managerial Skills for New Managers and Supervisors	2019-09-15	2019-09-19	Munich
541	Strategies for the security of documents and electronic information	2019-09-15	2019-09-26	Munich
551	Archiving & Filing	2019-09-15	2019-09-19	Roma
552	Control and electronic archiving for Office Managers	2019-09-15	2019-09-19	Prague
594	Professional Secretarial & Administration Skills	2019-09-15	2019-09-19	Toronto
595	Communication Skills	2019-09-15	2019-09-19	Manama
596	Administrative & Executive Secretarial Skills	2019-09-15	2019-09-19	Sharm El Sheikh
597	Advanced Documents & Records Management Compliance	2019-09-15	2019-09-19	Amsterdam
615	E -Library Management Techniques	2019-09-15	2019-09-19	Sharm El Sheikh
614	The Support Staff and Administrative Assistant	2019-09-15	2019-09-19	Amsterdam
613	The Office Professional and Records Management Masterclass	2019-09-15	2019-09-26	Toronto
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-09-15	2019-09-19	Geneva
610	Efficient Administration Skills	2019-09-15	2019-09-19	Vienna
609	Time Management and Personal	2019-09-15	2019-09-19	Munich

	Effectiveness			
601	Effective Office Management	2019-09-15	2019-09-19	Prague
619	The Senior Administrator Program	2019-09-15	2019-09-26	Cairo
618	Critical Competencies for Administrators & Secretaries	2019-09-15	2019-09-19	Munich
619	The Senior Administrator Program	2019-09-15	2019-09-26	Riyadh
596	Administrative & Executive Secretarial Skills	2019-09-15	2019-09-19	Jeddah
615	E -Library Management Techniques	2019-09-15	2019-09-19	Jeddah
597	Advanced Documents & Records Management Compliance	2019-09-22	2019-09-26	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-09-22	2019-09-26	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-09-22	2019-09-26	Paris
145	The Professional Certified Office Manager Programme	2019-09-22	2019-09-26	Geneva
305	Office Management & Effective Administration Skills	2019-09-22	2019-09-26	Istanbul
358	Executive Office Administration and Secretarial Skills	2019-09-22	2019-09-26	Stockholm
499	Administration and Office Management: Best Practices and Technologies	2019-09-22	2019-09-26	Istanbul
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-09-22	2019-09-26	Vienna
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-09-22	2019-09-26	Munich
528	Effective Report Writing Skills	2019-09-22	2019-09-26	Istanbul
529	Executive Secretariat and Office Management for Top Management	2019-09-22	2019-09-26	Toronto
533	Secretariat - Future Office Management	2019-09-22	2019-09-26	Casablanca
540	Key Managerial Skills for New Managers and Supervisors	2019-09-22	2019-09-26	Istanbul
541	Strategies for the security of documents and electronic information	2019-09-22	2019-10-03	Istanbul
541	Strategies for the security of documents and electronic information	2019-09-22	2019-10-03	Toronto
551	Archiving & Filing	2019-09-22	2019-09-26	Prague
552	Control and electronic archiving for Office Managers	2019-09-22	2019-09-26	Dublin
594	Professional Secretarial & Administration Skills	2019-09-22	2019-09-26	Manama
595	Communication Skills	2019-09-22	2019-09-26	Stockholm
596	Administrative & Executive Secretarial Skills	2019-09-22	2019-09-26	Amsterdam
597	Advanced Documents & Records Management Compliance	2019-09-22	2019-09-26	Casablanca
615	E -Library Management Techniques	2019-09-22	2019-09-26	Amsterdam

614	The Support Staff and Administrative Assistant	2019-09-22	2019-09-26	Casablanca
613	The Office Professional and Records Management Masterclass	2019-09-22	2019-10-03	Manama
613	The Office Professional and Records Management Masterclass	2019-09-22	2019-10-03	Stockholm
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-09-22	2019-09-26	Vienna
610	Efficient Administration Skills	2019-09-22	2019-09-26	Munich
609	Time Management and Personal Effectiveness	2019-09-22	2019-09-26	Istanbul
601	Effective Office Management	2019-09-22	2019-09-26	Dublin
619	The Senior Administrator Program	2019-09-22	2019-10-03	Kuala Lumpur
619	The Senior Administrator Program	2019-09-22	2019-10-03	London
618	Critical Competencies for Administrators & Secretaries	2019-09-22	2019-09-26	Istanbul
552	Control and electronic archiving for Office Managers	2019-09-29	2019-10-03	Dubai
541	Strategies for the security of documents and electronic information	2019-09-29	2019-10-10	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-09-29	2019-10-03	Dubai
594	Professional Secretarial & Administration Skills	2019-09-29	2019-10-03	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-09-29	2019-10-03	Geneva
145	The Professional Certified Office Manager Programme	2019-09-29	2019-10-03	Vienna
305	Office Management & Effective Administration Skills	2019-09-29	2019-10-03	Toronto
358	Executive Office Administration and Secretarial Skills	2019-09-29	2019-10-03	Boston
499	Administration and Office Management: Best Practices and Technologies	2019-09-29	2019-10-03	Toronto
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-09-29	2019-10-03	Munich
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-09-29	2019-10-03	Istanbul
528	Effective Report Writing Skills	2019-09-29	2019-10-03	Toronto
529	Executive Secretariat and Office Management for Top Management	2019-09-29	2019-10-03	Manama
533	Secretariat - Future Office Management	2019-09-29	2019-10-03	Paris
540	Key Managerial Skills for New Managers and Supervisors	2019-09-29	2019-10-03	Toronto
541	Strategies for the security of documents and electronic information	2019-09-29	2019-10-10	Manama
551	Archiving & Filing	2019-09-29	2019-10-03	Dublin
552	Control and electronic archiving for	2019-09-29	2019-10-03	Athens

	Office Managers			
594	Professional Secretarial & Administration Skills	2019-09-29	2019-10-03	Stockholm
595	Communication Skills	2019-09-29	2019-10-03	Boston
596	Administrative & Executive Secretarial Skills	2019-09-29	2019-10-03	Casablanca
597	Advanced Documents & Records Management Compliance	2019-09-29	2019-10-03	Paris
615	E -Library Management Techniques	2019-09-29	2019-10-03	Casablanca
614	The Support Staff and Administrative Assistant	2019-09-29	2019-10-03	Paris
613	The Office Professional and Records Management Masterclass	2019-09-29	2019-10-10	Boston
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-09-29	2019-10-03	Munich
610	Efficient Administration Skills	2019-09-29	2019-10-03	Istanbul
609	Time Management and Personal Effectiveness	2019-09-29	2019-10-03	Toronto
601	Effective Office Management	2019-09-29	2019-10-03	Athens
619	The Senior Administrator Program	2019-09-29	2019-10-10	Madrid
618	Critical Competencies for Administrators & Secretaries	2019-09-29	2019-10-03	Toronto
551	Archiving & Filing	2019-10-06	2019-10-10	Dubai
533	Secretariat - Future Office Management	2019-10-06	2019-10-10	Dubai
528	Effective Report Writing Skills	2019-10-06	2019-10-10	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-10-06	2019-10-10	Dubai
358	Executive Office Administration and Secretarial Skills	2019-10-06	2019-10-10	Dubai
145	The Professional Certified Office Manager Programme	2019-10-06	2019-10-10	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-10-06	2019-10-10	Vienna
145	The Professional Certified Office Manager Programme	2019-10-06	2019-10-10	Munich
305	Office Management & Effective Administration Skills	2019-10-06	2019-10-10	Manama
358	Executive Office Administration and Secretarial Skills	2019-10-06	2019-10-10	Roma
499	Administration and Office Management: Best Practices and Technologies	2019-10-06	2019-10-10	Manama
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-10-06	2019-10-10	Istanbul
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-10-06	2019-10-10	Toronto
528	Effective Report Writing Skills	2019-10-06	2019-10-10	Manama
529	Executive Secretariat and Office Management for Top Management	2019-10-06	2019-10-10	Stockholm

533	Secretariat - Future Office Management	2019-10-06	2019-10-10	Geneva
540	Key Managerial Skills for New Managers and Supervisors	2019-10-06	2019-10-10	Manama
541	Strategies for the security of documents and electronic information	2019-10-06	2019-10-17	Stockholm
551	Archiving & Filing	2019-10-06	2019-10-10	Athens
552	Control and electronic archiving for Office Managers	2019-10-06	2019-10-10	Washington
594	Professional Secretarial & Administration Skills	2019-10-06	2019-10-10	Boston
595	Communication Skills	2019-10-06	2019-10-10	Roma
596	Administrative & Executive Secretarial Skills	2019-10-06	2019-10-10	Paris
597	Advanced Documents & Records Management Compliance	2019-10-06	2019-10-10	Geneva
615	E -Library Management Techniques	2019-10-06	2019-10-10	Paris
614	The Support Staff and Administrative Assistant	2019-10-06	2019-10-10	Geneva
613	The Office Professional and Records Management Masterclass	2019-10-06	2019-10-17	Roma
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-10-06	2019-10-10	Istanbul
610	Efficient Administration Skills	2019-10-06	2019-10-10	Toronto
609	Time Management and Personal Effectiveness	2019-10-06	2019-10-10	Manama
601	Effective Office Management	2019-10-06	2019-10-10	Washington
619	The Senior Administrator Program	2019-10-06	2019-10-17	Abu Dhabi
618	Critical Competencies for Administrators & Secretaries	2019-10-06	2019-10-10	Manama
552	Control and electronic archiving for Office Managers	2019-10-06	2019-10-10	California
601	Effective Office Management	2019-10-06	2019-10-10	California
619	The Senior Administrator Program	2019-10-06	2019-10-17	Kuwait
596	Administrative & Executive Secretarial Skills	2019-10-13	2019-10-17	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-10-13	2019-10-17	Dubai
305	Office Management & Effective Administration Skills	2019-10-13	2019-10-17	Dubai
595	Communication Skills	2019-10-13	2019-10-17	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-10-13	2019-10-17	Munich
145	The Professional Certified Office Manager Programme	2019-10-13	2019-10-17	Istanbul
305	Office Management & Effective Administration Skills	2019-10-13	2019-10-17	Stockholm
358	Executive Office Administration and	2019-10-13	2019-10-17	Prague

	Secretarial Skills			
499	Administration and Office Management: Best Practices and Technologies	2019-10-13	2019-10-17	Stockholm
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-10-13	2019-10-17	Toronto
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-10-13	2019-10-17	Manama
528	Effective Report Writing Skills	2019-10-13	2019-10-17	Stockholm
529	Executive Secretariat and Office Management for Top Management	2019-10-13	2019-10-17	Boston
533	Secretariat - Future Office Management	2019-10-13	2019-10-17	Vienna
540	Key Managerial Skills for New Managers and Supervisors	2019-10-13	2019-10-17	Stockholm
541	Strategies for the security of documents and electronic information	2019-10-13	2019-10-24	Boston
551	Archiving & Filing	2019-10-13	2019-10-17	Washington
552	Control and electronic archiving for Office Managers	2019-10-13	2019-10-17	Cairo
594	Professional Secretarial & Administration Skills	2019-10-13	2019-10-17	Roma
595	Communication Skills	2019-10-13	2019-10-17	Prague
596	Administrative & Executive Secretarial Skills	2019-10-13	2019-10-17	Geneva
597	Advanced Documents & Records Management Compliance	2019-10-13	2019-10-17	Vienna
615	E -Library Management Techniques	2019-10-13	2019-10-17	Geneva
614	The Support Staff and Administrative Assistant	2019-10-13	2019-10-17	Vienna
613	The Office Professional and Records Management Masterclass	2019-10-13	2019-10-24	Prague
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-10-13	2019-10-17	Toronto
610	Efficient Administration Skills	2019-10-13	2019-10-17	Manama
609	Time Management and Personal Effectiveness	2019-10-13	2019-10-17	Stockholm
601	Effective Office Management	2019-10-13	2019-10-17	Cairo
619	The Senior Administrator Program	2019-10-13	2019-10-24	Amman
618	Critical Competencies for Administrators & Secretaries	2019-10-13	2019-10-17	Stockholm
551	Archiving & Filing	2019-10-13	2019-10-17	California
552	Control and electronic archiving for Office Managers	2019-10-13	2019-10-17	Riyadh
601	Effective Office Management	2019-10-13	2019-10-17	Riyadh
541	Strategies for the security of documents and electronic information	2019-10-20	2019-10-31	Kuala Lumpur
597	Advanced Documents & Records Management Compliance	2019-10-20	2019-10-24	Dubai

540	Key Managerial Skills for New Managers and Supervisors	2019-10-20	2019-10-24	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-10-20	2019-10-24	Istanbul
145	The Professional Certified Office Manager Programme	2019-10-20	2019-10-24	Toronto
305	Office Management & Effective Administration Skills	2019-10-20	2019-10-24	Boston
358	Executive Office Administration and Secretarial Skills	2019-10-20	2019-10-24	Dublin
499	Administration and Office Management: Best Practices and Technologies	2019-10-20	2019-10-24	Boston
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-10-20	2019-10-24	Manama
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-10-20	2019-10-24	Stockholm
528	Effective Report Writing Skills	2019-10-20	2019-10-24	Boston
529	Executive Secretariat and Office Management for Top Management	2019-10-20	2019-10-24	Roma
533	Secretariat - Future Office Management	2019-10-20	2019-10-24	Munich
540	Key Managerial Skills for New Managers and Supervisors	2019-10-20	2019-10-24	Boston
541	Strategies for the security of documents and electronic information	2019-10-20	2019-10-31	Roma
551	Archiving & Filing	2019-10-20	2019-10-24	Cairo
552	Control and electronic archiving for Office Managers	2019-10-20	2019-10-24	Kuala Lumpur
594	Professional Secretarial & Administration Skills	2019-10-20	2019-10-24	Prague
595	Communication Skills	2019-10-20	2019-10-24	Dublin
596	Administrative & Executive Secretarial Skills	2019-10-20	2019-10-24	Vienna
597	Advanced Documents & Records Management Compliance	2019-10-20	2019-10-24	Munich
615	E -Library Management Techniques	2019-10-20	2019-10-24	Vienna
614	The Support Staff and Administrative Assistant	2019-10-20	2019-10-24	Munich
613	The Office Professional and Records Management Masterclass	2019-10-20	2019-10-31	Dublin
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-10-20	2019-10-24	Manama
610	Efficient Administration Skills	2019-10-20	2019-10-24	Stockholm
609	Time Management and Personal Effectiveness	2019-10-20	2019-10-24	Boston
601	Effective Office Management	2019-10-20	2019-10-24	Kuala Lumpur
619	The Senior Administrator Program	2019-10-20	2019-10-31	Jakarta
618	Critical Competencies for Administrators & Secretaries	2019-10-20	2019-10-24	Boston

551	Archiving & Filing	2019-10-20	2019-10-24	Riyadh
552	Control and electronic archiving for Office Managers	2019-10-27	2019-10-31	Dubai
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-10-27	2019-10-31	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-10-27	2019-10-31	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-10-27	2019-10-31	Dubai
594	Professional Secretarial & Administration Skills	2019-10-27	2019-10-31	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-10-27	2019-10-31	Toronto
143	The Senior Secretary Development Programme (Professional Certificate)	2019-10-27	2019-10-31	Manama
145	The Professional Certified Office Manager Programme	2019-10-27	2019-10-31	Manama
145	The Professional Certified Office Manager Programme	2019-10-27	2019-10-31	Stockholm
305	Office Management & Effective Administration Skills	2019-10-27	2019-10-31	Roma
305	Office Management & Effective Administration Skills	2019-10-27	2019-10-31	Prague
358	Executive Office Administration and Secretarial Skills	2019-10-27	2019-10-31	Athens
358	Executive Office Administration and Secretarial Skills	2019-10-27	2019-10-31	Washington
499	Administration and Office Management: Best Practices and Technologies	2019-10-27	2019-10-31	Roma
499	Administration and Office Management: Best Practices and Technologies	2019-10-27	2019-10-31	Prague
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-10-27	2019-10-31	Stockholm
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-10-27	2019-10-31	Boston
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-10-27	2019-10-31	Boston
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-10-27	2019-10-31	Roma
528	Effective Report Writing Skills	2019-10-27	2019-10-31	Roma
528	Effective Report Writing Skills	2019-10-27	2019-10-31	Prague
529	Executive Secretariat and Office Management for Top Management	2019-10-27	2019-10-31	Prague
529	Executive Secretariat and Office Management for Top Management	2019-10-27	2019-10-31	Dublin
533	Secretariat - Future Office Management	2019-10-27	2019-10-31	Istanbul
533	Secretariat - Future Office Management	2019-10-27	2019-10-31	Toronto
540	Key Managerial Skills for New Managers and Supervisors	2019-10-27	2019-10-31	Roma

540	Key Managerial Skills for New Managers and Supervisors	2019-10-27	2019-10-31	Prague
541	Strategies for the security of documents and electronic information	2019-10-27	2019-11-07	Prague
551	Archiving & Filing	2019-10-27	2019-10-31	Kuala Lumpur
551	Archiving & Filing	2019-10-27	2019-10-31	London
552	Control and electronic archiving for Office Managers	2019-10-27	2019-10-31	London
552	Control and electronic archiving for Office Managers	2019-10-27	2019-10-31	Madrid
594	Professional Secretarial & Administration Skills	2019-10-27	2019-10-31	Dublin
594	Professional Secretarial & Administration Skills	2019-10-27	2019-10-31	Athens
595	Communication Skills	2019-10-27	2019-10-31	Athens
595	Communication Skills	2019-10-27	2019-10-31	Washington
596	Administrative & Executive Secretarial Skills	2019-10-27	2019-10-31	Munich
596	Administrative & Executive Secretarial Skills	2019-10-27	2019-10-31	Istanbul
597	Advanced Documents & Records Management Compliance	2019-10-27	2019-10-31	Istanbul
597	Advanced Documents & Records Management Compliance	2019-10-27	2019-10-31	Toronto
615	E -Library Management Techniques	2019-10-27	2019-10-31	Munich
615	E -Library Management Techniques	2019-10-27	2019-10-31	Istanbul
614	The Support Staff and Administrative Assistant	2019-10-27	2019-10-31	Istanbul
614	The Support Staff and Administrative Assistant	2019-10-27	2019-10-31	Toronto
613	The Office Professional and Records Management Masterclass	2019-10-27	2019-11-07	Athens
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-10-27	2019-10-31	Stockholm
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-10-27	2019-10-31	Boston
610	Efficient Administration Skills	2019-10-27	2019-10-31	Boston
610	Efficient Administration Skills	2019-10-27	2019-10-31	Roma
609	Time Management and Personal Effectiveness	2019-10-27	2019-10-31	Roma
609	Time Management and Personal Effectiveness	2019-10-27	2019-10-31	Prague
601	Effective Office Management	2019-10-27	2019-10-31	London
601	Effective Office Management	2019-10-27	2019-10-31	Madrid
619	The Senior Administrator Program	2019-10-27	2019-11-07	Sharm El Sheikh

618	Critical Competencies for Administrators & Secretaries	2019-10-27	2019-10-31	Roma
618	Critical Competencies for Administrators & Secretaries	2019-10-27	2019-10-31	Prague
358	Executive Office Administration and Secretarial Skills	2019-10-27	2019-10-31	California
595	Communication Skills	2019-10-27	2019-10-31	California
619	The Senior Administrator Program	2019-10-27	2019-11-07	Jeddah
551	Archiving & Filing	2019-11-03	2019-11-07	Dubai
541	Strategies for the security of documents and electronic information	2019-11-03	2019-11-14	Dubai
533	Secretariat - Future Office Management	2019-11-03	2019-11-07	Dubai
528	Effective Report Writing Skills	2019-11-03	2019-11-07	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-11-03	2019-11-07	Dubai
358	Executive Office Administration and Secretarial Skills	2019-11-03	2019-11-07	Dubai
145	The Professional Certified Office Manager Programme	2019-11-03	2019-11-07	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-11-03	2019-11-07	Stockholm
145	The Professional Certified Office Manager Programme	2019-11-03	2019-11-07	Boston
305	Office Management & Effective Administration Skills	2019-11-03	2019-11-07	Dublin
358	Executive Office Administration and Secretarial Skills	2019-11-03	2019-11-07	Auckland
499	Administration and Office Management: Best Practices and Technologies	2019-11-03	2019-11-07	Dublin
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-11-03	2019-11-07	Roma
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-11-03	2019-11-07	Prague
528	Effective Report Writing Skills	2019-11-03	2019-11-07	Dublin
529	Executive Secretariat and Office Management for Top Management	2019-11-03	2019-11-07	Athens
533	Secretariat - Future Office Management	2019-11-03	2019-11-07	Manama
540	Key Managerial Skills for New Managers and Supervisors	2019-11-03	2019-11-07	Dublin
541	Strategies for the security of documents and electronic information	2019-11-03	2019-11-14	Dublin
551	Archiving & Filing	2019-11-03	2019-11-07	Madrid
552	Control and electronic archiving for Office Managers	2019-11-03	2019-11-07	Abu Dhabi
594	Professional Secretarial & Administration Skills	2019-11-03	2019-11-07	Washington
595	Communication Skills	2019-11-03	2019-11-07	Auckland
596	Administrative & Executive Secretarial Skills	2019-11-03	2019-11-07	Toronto

597	Advanced Documents & Records Management Compliance	2019-11-03	2019-11-07	Manama
615	E -Library Management Techniques	2019-11-03	2019-11-07	Toronto
614	The Support Staff and Administrative Assistant	2019-11-03	2019-11-07	Manama
613	The Office Professional and Records Management Masterclass	2019-11-03	2019-11-14	Washington
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-11-03	2019-11-07	Roma
610	Efficient Administration Skills	2019-11-03	2019-11-07	Prague
609	Time Management and Personal Effectiveness	2019-11-03	2019-11-07	Dublin
601	Effective Office Management	2019-11-03	2019-11-07	Abu Dhabi
619	The Senior Administrator Program	2019-11-03	2019-11-14	Amsterdam
618	Critical Competencies for Administrators & Secretaries	2019-11-03	2019-11-07	Dublin
594	Professional Secretarial & Administration Skills	2019-11-03	2019-11-07	California
613	The Office Professional and Records Management Masterclass	2019-11-03	2019-11-14	California
552	Control and electronic archiving for Office Managers	2019-11-03	2019-11-07	Kuwait
601	Effective Office Management	2019-11-03	2019-11-07	Kuwait
596	Administrative & Executive Secretarial Skills	2019-11-10	2019-11-14	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-11-10	2019-11-14	Dubai
305	Office Management & Effective Administration Skills	2019-11-10	2019-11-14	Dubai
595	Communication Skills	2019-11-10	2019-11-14	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-11-10	2019-11-14	Boston
145	The Professional Certified Office Manager Programme	2019-11-10	2019-11-14	Roma
305	Office Management & Effective Administration Skills	2019-11-10	2019-11-14	Athens
358	Executive Office Administration and Secretarial Skills	2019-11-10	2019-11-14	Copenhagen
499	Administration and Office Management: Best Practices and Technologies	2019-11-10	2019-11-14	Athens
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-11-10	2019-11-14	Prague
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-11-10	2019-11-14	Dublin
528	Effective Report Writing Skills	2019-11-10	2019-11-14	Athens
529	Executive Secretariat and Office Management for Top Management	2019-11-10	2019-11-14	Washington
533	Secretariat - Future Office Management	2019-11-10	2019-11-14	Stockholm

540	Key Managerial Skills for New Managers and Supervisors	2019-11-10	2019-11-14	Athens
541	Strategies for the security of documents and electronic information	2019-11-10	2019-11-21	Athens
551	Archiving & Filing	2019-11-10	2019-11-14	Abu Dhabi
552	Control and electronic archiving for Office Managers	2019-11-10	2019-11-14	Amman
594	Professional Secretarial & Administration Skills	2019-11-10	2019-11-14	Auckland
595	Communication Skills	2019-11-10	2019-11-14	Copenhagen
596	Administrative & Executive Secretarial Skills	2019-11-10	2019-11-14	Manama
597	Advanced Documents & Records Management Compliance	2019-11-10	2019-11-14	Stockholm
615	E -Library Management Techniques	2019-11-10	2019-11-14	Manama
614	The Support Staff and Administrative Assistant	2019-11-10	2019-11-14	Stockholm
613	The Office Professional and Records Management Masterclass	2019-11-10	2019-11-21	Auckland
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-11-10	2019-11-14	Prague
610	Efficient Administration Skills	2019-11-10	2019-11-14	Dublin
609	Time Management and Personal Effectiveness	2019-11-10	2019-11-14	Athens
601	Effective Office Management	2019-11-10	2019-11-14	Amman
619	The Senior Administrator Program	2019-11-10	2019-11-21	Casablanca
618	Critical Competencies for Administrators & Secretaries	2019-11-10	2019-11-14	Athens
529	Executive Secretariat and Office Management for Top Management	2019-11-10	2019-11-14	California
551	Archiving & Filing	2019-11-10	2019-11-14	Kuwait
597	Advanced Documents & Records Management Compliance	2019-11-17	2019-11-21	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-11-17	2019-11-21	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-11-17	2019-11-21	Roma
145	The Professional Certified Office Manager Programme	2019-11-17	2019-11-21	Prague
305	Office Management & Effective Administration Skills	2019-11-17	2019-11-21	Washington
358	Executive Office Administration and Secretarial Skills	2019-11-17	2019-11-21	Beirut
499	Administration and Office Management: Best Practices and Technologies	2019-11-17	2019-11-21	Washington
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-11-17	2019-11-21	Dublin
527	Documents and Records Management	2019-11-17	2019-11-21	Athens

	Compliance: (ISO: 15489 Standard)			
528	Effective Report Writing Skills	2019-11-17	2019-11-21	Washington
529	Executive Secretariat and Office Management for Top Management	2019-11-17	2019-11-21	Auckland
533	Secretariat - Future Office Management	2019-11-17	2019-11-21	Boston
540	Key Managerial Skills for New Managers and Supervisors	2019-11-17	2019-11-21	Washington
541	Strategies for the security of documents and electronic information	2019-11-17	2019-11-28	Washington
551	Archiving & Filing	2019-11-17	2019-11-21	Amman
552	Control and electronic archiving for Office Managers	2019-11-17	2019-11-21	Jakarta
594	Professional Secretarial & Administration Skills	2019-11-17	2019-11-21	Copenhagen
595	Communication Skills	2019-11-17	2019-11-21	Beirut
596	Administrative & Executive Secretarial Skills	2019-11-17	2019-11-21	Stockholm
597	Advanced Documents & Records Management Compliance	2019-11-17	2019-11-21	Boston
615	E -Library Management Techniques	2019-11-17	2019-11-21	Stockholm
614	The Support Staff and Administrative Assistant	2019-11-17	2019-11-21	Boston
613	The Office Professional and Records Management Masterclass	2019-11-17	2019-11-28	Copenhagen
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-11-17	2019-11-21	Dublin
610	Efficient Administration Skills	2019-11-17	2019-11-21	Athens
609	Time Management and Personal Effectiveness	2019-11-17	2019-11-21	Washington
601	Effective Office Management	2019-11-17	2019-11-21	Jakarta
619	The Senior Administrator Program	2019-11-17	2019-11-28	Paris
618	Critical Competencies for Administrators & Secretaries	2019-11-17	2019-11-21	Washington
305	Office Management & Effective Administration Skills	2019-11-17	2019-11-21	California
499	Administration and Office Management: Best Practices and Technologies	2019-11-17	2019-11-21	California
528	Effective Report Writing Skills	2019-11-17	2019-11-21	California
540	Key Managerial Skills for New Managers and Supervisors	2019-11-17	2019-11-21	California
541	Strategies for the security of documents and electronic information	2019-11-17	2019-11-28	California
609	Time Management and Personal Effectiveness	2019-11-17	2019-11-21	California
618	Critical Competencies for Administrators & Secretaries	2019-11-17	2019-11-21	California
552	Control and electronic archiving for Office Managers	2019-11-24	2019-11-28	Dubai

526	Advanced Office Management & Secretarial Effective Administration Skills	2019-11-24	2019-11-28	Dubai
594	Professional Secretarial & Administration Skills	2019-11-24	2019-11-28	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-11-24	2019-11-28	Prague
145	The Professional Certified Office Manager Programme	2019-11-24	2019-11-28	Dublin
305	Office Management & Effective Administration Skills	2019-11-24	2019-11-28	Auckland
358	Executive Office Administration and Secretarial Skills	2019-11-24	2019-11-28	Los Angeles
499	Administration and Office Management: Best Practices and Technologies	2019-11-24	2019-11-28	Cairo
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-11-24	2019-11-28	Athens
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-11-24	2019-11-28	Washington
528	Effective Report Writing Skills	2019-11-24	2019-11-28	Auckland
529	Executive Secretariat and Office Management for Top Management	2019-11-24	2019-11-28	Copenhagen
533	Secretariat - Future Office Management	2019-11-24	2019-11-28	Roma
540	Key Managerial Skills for New Managers and Supervisors	2019-11-24	2019-11-28	Cairo
541	Strategies for the security of documents and electronic information	2019-11-24	2019-12-05	Auckland
551	Archiving & Filing	2019-11-24	2019-11-28	Jakarta
552	Control and electronic archiving for Office Managers	2019-11-24	2019-11-28	Sharm El Sheikh
594	Professional Secretarial & Administration Skills	2019-11-24	2019-11-28	Beirut
595	Communication Skills	2019-11-24	2019-11-28	Los Angeles
596	Administrative & Executive Secretarial Skills	2019-11-24	2019-11-28	Boston
597	Advanced Documents & Records Management Compliance	2019-11-24	2019-11-28	Roma
615	E -Library Management Techniques	2019-11-24	2019-11-28	Boston
614	The Support Staff and Administrative Assistant	2019-11-24	2019-11-28	Roma
613	The Office Professional and Records Management Masterclass	2019-11-24	2019-12-05	Beirut
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-11-24	2019-11-28	Athens
610	Efficient Administration Skills	2019-11-24	2019-11-28	Washington
609	Time Management and Personal Effectiveness	2019-11-24	2019-11-28	Cairo
601	Effective Office Management	2019-11-24	2019-11-28	Sharm El Sheikh

619	The Senior Administrator Program	2019-11-24	2019-12-05	Geneva
618	Critical Competencies for Administrators & Secretaries	2019-11-24	2019-11-28	Cairo
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-11-24	2019-11-28	California
610	Efficient Administration Skills	2019-11-24	2019-11-28	California
499	Administration and Office Management: Best Practices and Technologies	2019-11-24	2019-11-28	Riyadh
540	Key Managerial Skills for New Managers and Supervisors	2019-11-24	2019-11-28	Riyadh
609	Time Management and Personal Effectiveness	2019-11-24	2019-11-28	Riyadh
618	Critical Competencies for Administrators & Secretaries	2019-11-24	2019-11-28	Riyadh
552	Control and electronic archiving for Office Managers	2019-11-24	2019-11-28	Jeddah
601	Effective Office Management	2019-11-24	2019-11-28	Jeddah
551	Archiving & Filing	2019-12-01	2019-12-05	Dubai
541	Strategies for the security of documents and electronic information	2019-12-01	2019-12-12	Dubai
533	Secretariat - Future Office Management	2019-12-01	2019-12-05	Dubai
528	Effective Report Writing Skills	2019-12-01	2019-12-05	Dubai
499	Administration and Office Management: Best Practices and Technologies	2019-12-01	2019-12-05	Dubai
358	Executive Office Administration and Secretarial Skills	2019-12-01	2019-12-05	Dubai
145	The Professional Certified Office Manager Programme	2019-12-01	2019-12-05	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-12-01	2019-12-05	Dublin
145	The Professional Certified Office Manager Programme	2019-12-01	2019-12-05	Athens
305	Office Management & Effective Administration Skills	2019-12-01	2019-12-05	Copenhagen
358	Executive Office Administration and Secretarial Skills	2019-12-01	2019-12-05	Singapore
499	Administration and Office Management: Best Practices and Technologies	2019-12-01	2019-12-05	Kuala Lumpur
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-12-01	2019-12-05	Washington
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-12-01	2019-12-05	Auckland
528	Effective Report Writing Skills	2019-12-01	2019-12-05	Copenhagen
529	Executive Secretariat and Office Management for Top Management	2019-12-01	2019-12-05	Beirut
533	Secretariat - Future Office Management	2019-12-01	2019-12-05	Prague
540	Key Managerial Skills for New Managers and Supervisors	2019-12-01	2019-12-05	Kuala Lumpur
541	Strategies for the security of documents	2019-12-01	2019-12-12	Copenhagen

	and electronic information			
551	Archiving & Filing	2019-12-01	2019-12-05	Sharm El Sheikh
552	Control and electronic archiving for Office Managers	2019-12-01	2019-12-05	Amsterdam
594	Professional Secretarial & Administration Skills	2019-12-01	2019-12-05	Los Angeles
595	Communication Skills	2019-12-01	2019-12-05	Singapore
596	Administrative & Executive Secretarial Skills	2019-12-01	2019-12-05	Roma
597	Advanced Documents & Records Management Compliance	2019-12-01	2019-12-05	Prague
615	E -Library Management Techniques	2019-12-01	2019-12-05	Roma
614	The Support Staff and Administrative Assistant	2019-12-01	2019-12-05	Prague
613	The Office Professional and Records Management Masterclass	2019-12-01	2019-12-12	Los Angeles
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-12-01	2019-12-05	Washington
610	Efficient Administration Skills	2019-12-01	2019-12-05	Cairo
609	Time Management and Personal Effectiveness	2019-12-01	2019-12-05	Kuala Lumpur
601	Effective Office Management	2019-12-01	2019-12-05	Amsterdam
619	The Senior Administrator Program	2019-12-01	2019-12-12	Vienna
618	Critical Competencies for Administrators & Secretaries	2019-12-01	2019-12-05	Kuala Lumpur
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-12-01	2019-12-05	California
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-12-01	2019-12-05	California
610	Efficient Administration Skills	2019-12-01	2019-12-05	Riyadh
551	Archiving & Filing	2019-12-01	2019-12-05	Jeddah
596	Administrative & Executive Secretarial Skills	2019-12-08	2019-12-12	Dubai
529	Executive Secretariat and Office Management for Top Management	2019-12-08	2019-12-12	Dubai
305	Office Management & Effective Administration Skills	2019-12-08	2019-12-12	Dubai
595	Communication Skills	2019-12-08	2019-12-12	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-12-08	2019-12-12	Athens
145	The Professional Certified Office Manager Programme	2019-12-08	2019-12-12	Washington
305	Office Management & Effective Administration Skills	2019-12-08	2019-12-12	Beirut
358	Executive Office Administration and Secretarial Skills	2019-12-08	2019-12-12	Marrakech

499	Administration and Office Management: Best Practices and Technologies	2019-12-08	2019-12-12	London
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-12-08	2019-12-12	Auckland
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-12-08	2019-12-12	Copenhagen
528	Effective Report Writing Skills	2019-12-08	2019-12-12	Beirut
529	Executive Secretariat and Office Management for Top Management	2019-12-08	2019-12-12	Los Angeles
533	Secretariat - Future Office Management	2019-12-08	2019-12-12	Dublin
540	Key Managerial Skills for New Managers and Supervisors	2019-12-08	2019-12-12	London
541	Strategies for the security of documents and electronic information	2019-12-08	2019-12-19	Beirut
551	Archiving & Filing	2019-12-08	2019-12-12	Amsterdam
552	Control and electronic archiving for Office Managers	2019-12-08	2019-12-12	Casablanca
594	Professional Secretarial & Administration Skills	2019-12-08	2019-12-12	Singapore
595	Communication Skills	2019-12-08	2019-12-12	Marrakech
596	Administrative & Executive Secretarial Skills	2019-12-08	2019-12-12	Prague
597	Advanced Documents & Records Management Compliance	2019-12-08	2019-12-12	Dublin
615	E -Library Management Techniques	2019-12-08	2019-12-12	Prague
614	The Support Staff and Administrative Assistant	2019-12-08	2019-12-12	Dublin
613	The Office Professional and Records Management Masterclass	2019-12-08	2019-12-19	Singapore
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-12-08	2019-12-12	Cairo
610	Efficient Administration Skills	2019-12-08	2019-12-12	Kuala Lumpur
609	Time Management and Personal Effectiveness	2019-12-08	2019-12-12	London
601	Effective Office Management	2019-12-08	2019-12-12	Casablanca
619	The Senior Administrator Program	2019-12-08	2019-12-19	Munich
618	Critical Competencies for Administrators & Secretaries	2019-12-08	2019-12-12	London
145	The Professional Certified Office Manager Programme	2019-12-08	2019-12-12	California
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-12-08	2019-12-12	Riyadh
597	Advanced Documents & Records Management Compliance	2019-12-15	2019-12-19	Dubai
540	Key Managerial Skills for New Managers and Supervisors	2019-12-15	2019-12-19	Dubai
143	The Senior Secretary Development	2019-12-15	2019-12-19	Washington

	Programme (Professional Certificate)			
145	The Professional Certified Office Manager Programme	2019-12-15	2019-12-19	Cairo
305	Office Management & Effective Administration Skills	2019-12-15	2019-12-19	Los Angeles
358	Executive Office Administration and Secretarial Skills	2019-12-15	2019-12-19	Sydney
499	Administration and Office Management: Best Practices and Technologies	2019-12-15	2019-12-19	Madrid
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-12-15	2019-12-19	Copenhagen
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-12-15	2019-12-19	Beirut
528	Effective Report Writing Skills	2019-12-15	2019-12-19	Los Angeles
529	Executive Secretariat and Office Management for Top Management	2019-12-15	2019-12-19	Singapore
533	Secretariat - Future Office Management	2019-12-15	2019-12-19	Athens
540	Key Managerial Skills for New Managers and Supervisors	2019-12-15	2019-12-19	Madrid
541	Strategies for the security of documents and electronic information	2019-12-15	2019-12-26	Los Angeles
551	Archiving & Filing	2019-12-15	2019-12-19	Casablanca
552	Control and electronic archiving for Office Managers	2019-12-15	2019-12-19	Paris
594	Professional Secretarial & Administration Skills	2019-12-15	2019-12-19	Marrakech
595	Communication Skills	2019-12-15	2019-12-19	Sydney
596	Administrative & Executive Secretarial Skills	2019-12-15	2019-12-19	Dublin
597	Advanced Documents & Records Management Compliance	2019-12-15	2019-12-19	Athens
615	E -Library Management Techniques	2019-12-15	2019-12-19	Dublin
614	The Support Staff and Administrative Assistant	2019-12-15	2019-12-19	Athens
613	The Office Professional and Records Management Masterclass	2019-12-15	2019-12-26	Marrakech
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-12-15	2019-12-19	Kuala Lumpur
610	Efficient Administration Skills	2019-12-15	2019-12-19	London
609	Time Management and Personal Effectiveness	2019-12-15	2019-12-19	Madrid
601	Effective Office Management	2019-12-15	2019-12-19	Paris
619	The Senior Administrator Program	2019-12-15	2019-12-26	Istanbul
618	Critical Competencies for Administrators & Secretaries	2019-12-15	2019-12-19	Madrid
143	The Senior Secretary Development Programme (Professional Certificate)	2019-12-15	2019-12-19	California
145	The Professional Certified Office Manager	2019-12-15	2019-12-19	Riyadh

	Programme			
552	Control and electronic archiving for Office Managers	2019-12-22	2019-12-26	Dubai
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-12-22	2019-12-26	Dubai
594	Professional Secretarial & Administration Skills	2019-12-22	2019-12-26	Dubai
143	The Senior Secretary Development Programme (Professional Certificate)	2019-12-22	2019-12-26	Cairo
145	The Professional Certified Office Manager Programme	2019-12-22	2019-12-26	Kuala Lumpur
305	Office Management & Effective Administration Skills	2019-12-22	2019-12-26	Singapore
358	Executive Office Administration and Secretarial Skills	2019-12-22	2019-12-26	Milan
499	Administration and Office Management: Best Practices and Technologies	2019-12-22	2019-12-26	Abu Dhabi
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-12-22	2019-12-26	Beirut
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-12-22	2019-12-26	Los Angeles
528	Effective Report Writing Skills	2019-12-22	2019-12-26	Singapore
529	Executive Secretariat and Office Management for Top Management	2019-12-22	2019-12-26	Marrakech
533	Secretariat - Future Office Management	2019-12-22	2019-12-26	Washington
540	Key Managerial Skills for New Managers and Supervisors	2019-12-22	2019-12-26	Abu Dhabi
541	Strategies for the security of documents and electronic information	2019-12-22	2020-01-02	Singapore
551	Archiving & Filing	2019-12-22	2019-12-26	Paris
552	Control and electronic archiving for Office Managers	2019-12-22	2019-12-26	Geneva
594	Professional Secretarial & Administration Skills	2019-12-22	2019-12-26	Sydney
595	Communication Skills	2019-12-22	2019-12-26	Milan
596	Administrative & Executive Secretarial Skills	2019-12-22	2019-12-26	Athens
597	Advanced Documents & Records Management Compliance	2019-12-22	2019-12-26	Washington
615	E -Library Management Techniques	2019-12-22	2019-12-26	Athens
614	The Support Staff and Administrative Assistant	2019-12-22	2019-12-26	Washington
613	The Office Professional and Records Management Masterclass	2019-12-22	2020-01-02	Sydney
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-12-22	2019-12-26	London
610	Efficient Administration Skills	2019-12-22	2019-12-26	Madrid
609	Time Management and Personal Effectiveness	2019-12-22	2019-12-26	Abu Dhabi

601	Effective Office Management	2019-12-22	2019-12-26	Geneva
619	The Senior Administrator Program	2019-12-22	2020-01-02	Toronto
618	Critical Competencies for Administrators & Secretaries	2019-12-22	2019-12-26	Abu Dhabi
533	Secretariat - Future Office Management	2019-12-22	2019-12-26	California
597	Advanced Documents & Records Management Compliance	2019-12-22	2019-12-26	California
614	The Support Staff and Administrative Assistant	2019-12-22	2019-12-26	California
143	The Senior Secretary Development Programme (Professional Certificate)	2019-12-22	2019-12-26	Riyadh
499	Administration and Office Management: Best Practices and Technologies	2019-12-22	2019-12-26	Kuwait
540	Key Managerial Skills for New Managers and Supervisors	2019-12-22	2019-12-26	Kuwait
609	Time Management and Personal Effectiveness	2019-12-22	2019-12-26	Kuwait
618	Critical Competencies for Administrators & Secretaries	2019-12-22	2019-12-26	Kuwait
143	The Senior Secretary Development Programme (Professional Certificate)	2019-12-29	2020-01-02	Kuala Lumpur
145	The Professional Certified Office Manager Programme	2019-12-29	2020-01-02	London
305	Office Management & Effective Administration Skills	2019-12-29	2020-01-02	Marrakech
358	Executive Office Administration and Secretarial Skills	2019-12-29	2020-01-02	Barcelona
499	Administration and Office Management: Best Practices and Technologies	2019-12-29	2020-01-02	Amman
526	Advanced Office Management & Secretarial Effective Administration Skills	2019-12-29	2020-01-02	Los Angeles
527	Documents and Records Management Compliance: (ISO: 15489 Standard)	2019-12-29	2020-01-02	Singapore
528	Effective Report Writing Skills	2019-12-29	2020-01-02	Marrakech
529	Executive Secretariat and Office Management for Top Management	2019-12-29	2020-01-02	Sydney
533	Secretariat - Future Office Management	2019-12-29	2020-01-02	Cairo
540	Key Managerial Skills for New Managers and Supervisors	2019-12-29	2020-01-02	Amman
541	Strategies for the security of documents and electronic information	2019-12-29	2020-01-09	Marrakech
551	Archiving & Filing	2019-12-29	2020-01-02	Geneva
552	Control and electronic archiving for Office Managers	2019-12-29	2020-01-02	Vienna
594	Professional Secretarial & Administration Skills	2019-12-29	2020-01-02	Milan
595	Communication Skills	2019-12-29	2020-01-02	Barcelona
596	Administrative & Executive Secretarial Skills	2019-12-29	2020-01-02	Washington

597	Advanced Documents & Records Management Compliance	2019-12-29	2020-01-02	Cairo
615	E -Library Management Techniques	2019-12-29	2020-01-02	Washington
614	The Support Staff and Administrative Assistant	2019-12-29	2020-01-02	Cairo
613	The Office Professional and Records Management Masterclass	2019-12-29	2020-01-09	Milan
611	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2019-12-29	2020-01-02	Madrid
610	Efficient Administration Skills	2019-12-29	2020-01-02	Abu Dhabi
609	Time Management and Personal Effectiveness	2019-12-29	2020-01-02	Amman
601	Effective Office Management	2019-12-29	2020-01-02	Vienna
619	The Senior Administrator Program	2019-12-29	2020-01-09	Manama
618	Critical Competencies for Administrators & Secretaries	2019-12-29	2020-01-02	Amman
596	Administrative & Executive Secretarial Skills	2019-12-29	2020-01-02	California
615	E -Library Management Techniques	2019-12-29	2020-01-02	California
533	Secretariat - Future Office Management	2019-12-29	2020-01-02	Riyadh
597	Advanced Documents & Records Management Compliance	2019-12-29	2020-01-02	Riyadh
614	The Support Staff and Administrative Assistant	2019-12-29	2020-01-02	Riyadh
610	Efficient Administration Skills	2019-12-29	2020-01-02	Kuwait



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