



الجودة الأوروبية
EUROPEAN QUALITY

Administration and Secretarial Training Courses

Course Name	Code
Professional Report and Writing Skills	909
Executive Office Administration and Secretarial Skills	358
The Senior Secretary Development (Professional Secretary Development)	143
Effective Report Writing Skills	528
Advanced Office Management & Secretarial Effective Administration Skills	526
Strategic Planning for Records and Archives Services	847
Organising and Behavioural Skills for Administrative Professionals Executive Secretaries PAs	611
Control and electronic archiving for Office Managers	552
Best Practices in Multishift Operations	168
Professional Secretarial & Administration Skills	594
Documents and Records Management Compliance: (ISO: 15489 Standard)	527
The Office Professional and Records Management Masterclass	613
Effective Office Management	601
Document Control Course	550
E Library Management Techniques	615
Communication Skills	595
The Support Staff and Administrative Assistant	614
Archiving & Filing	551
Administration and Office Management: Best Practices and Technologies	499



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Time Management and Personal Effectiveness	609
Key Managerial Skills for New Managers and Supervisors	540
Advanced Documents & Records Management Compliance	597
Office Management & Effective Administration Skills	305
Strategies for the security of documents and electronic information	541
The Senior Administrator Program	619
Advanced Management for Documents and Archive	1015
Future Office Management	533
Planning and Management of Document Digitization Projects	998
Critical Competencies for Administrators & Secretaries	618
Executive Secretariat and Office Management for Top Management	529
Efficient Administration Skills	610
Professional Office Manager	145
Administrative & Executive Secretarial Skills	596
Advanced Management for Documents and Archive	999