



الجودة الأوروبية  
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# Administration and Secretarial Training Courses

Course Name	Code
Future Office Management	533
Executive Secretariat and Office Management for Top Management	529
Effective Report Writing Skills	528
Administration and Office Management: Best Practices and Technologies	499
Executive Office Administration and Secretarial Skills	358
Office Management & Effective Administration Skills	305
Administrative & Executive Secretarial Skills	596
Professional Office Manager	145
Communication Skills	595
Strategies for the security of documents and electronic information	541
Document Control Course	550
Archiving & Filing	551
Best Practices in Multishift Operations	168
Advanced Office Management & Secretarial Effective Administration Skills	526
Organising and Behavioural Skills for Administrative Professionals Executive Secretaries PAs	611
Efficient Administration Skills	610
The Senior Administrator Program	619
Professional Report and Writing Skills	909
The Support Staff and Administrative Assistant	614



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Control and electronic archiving for Office Managers	552
The Senior Secretary Development (Professional Secretary Development)	143
Strategic Planning for Records and Archives Services	847
Documents and Records Management Compliance: (ISO: 15489 Standard)	527
Key Managerial Skills for New Managers and Supervisors	540
Professional Secretarial & Administration Skills	594
Advanced Documents & Records Management Compliance	597
E Library Management Techniques	615
The Office Professional and Records Management Masterclass	613
Time Management and Personal Effectiveness	609
Effective Office Management	601
Critical Competencies for Administrators & Secretaries	618
Planning and Management of Document Digitization Projects	998
Advanced Management for Documents and Archive	1015
Advanced Management for Documents and Archive	999