Administration and Secretarial Training Courses

Course Name	Code
The Office Professional and Records Management Masterclass	613
The Senior Administrator Program	619
Professional Office Manager	145
Best Practices in Multishift Operations	168
Office Management & Effective Administration Skills	305
Administration and Office Management: Best Practices and Technologies	499
Advanced Office Management & Secretarial Effective Administration Skills	526
Documents and Records Management Compliance: (ISO: 15489 Standard)	527
Effective Report Writing Skills	528
Executive Secretariat and Office Management for Top Management	529
Future Office Management	533
Key Managerial Skills for New Managers and Supervisors	540
Document Control Course	550
Archiving & Filing	551
Control and electronic archiving for Office Managers	552
Professional Secretarial & Administration Skills	594
Advanced Documents & Records Management Compliance	597
The Support Staff and Administrative Assistant	614
Organising and Behavioural Skills for Administrative Professionals Executive Secretaries PAs	611

Efficient Administration Skills	610
Time Management and Personal Effectiveness	609
Effective Office Management	601
Critical Competencies for Administrators & Secretaries	618
Pofessional Report and Writing Skills	909
The Senior Secretary Development (Professional Secretary Development)	143
Strategic Planning for Records and Archives Services	847
Administrative & Executive Secretarial Skills	596
Communication Skills	595
Strategies for the security of documents and electronic information	541
Executive Office Administration and Secretarial Skills	358
E Library Management Techniques	615