Administration and Secretarial Training Courses

Course Name	Code
The Senior Secretary Development (Professional Secretary Development)	143
Professional Office Manager	145
Best Practices in Multishift Operations	168
Executive Office Administration and Secretarial Skills	358
Administration and Office Management: Best Practices and Technologies	499
Documents and Records Management Compliance: (ISO: 15489 Standard)	527
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
Communication Skills	595
Administrative & Executive Secretarial Skills	596
Advanced Documents & Records Management Compliance	597
E Library Management Techniques	615
The Support Staff and Administrative Assistant	614
The Office Professional and Records Management Masterclass	613

Efficient Administration Skills	610
Time Management and Personal Effectiveness	609
Effective Office Management	601
Critical Competencies for Administrators & Secretaries	618
Professional Report and Writing Skills	909
The Senior Administrator Program	619
Planning and Management of Document Digitization Projects	998
Advanced Management for Documents and Archive	1015
Effective Report Writing Skills	528
Strategies for the security of documents and electronic information	541
Advanced Office Management & Secretarial Effective Administration Skills	526
Office Management & Effective Administration Skills	305
Organising and Behavioural Skills for Administrative Professionals Executive Secretaries PAs	611
Strategic Planning for Records and Archives Services	847
Advanced Management for Documents and Archive	999