

Administration and Secretarial Training Courses

Course Name	Code
Advanced Documents & Records Management Compliance	597
Executive Secretariat and Office Management for Top Management	529
Professional Office Manager	145
Administrative & Executive Secretarial Skills	596
The Senior Administrator Program	619
The Senior Secretary Development (Professional Secretary Development)	143
Executive Office Administration and Secretarial Skills	358
Document Control Course	550
Communication Skills	595
Office Management & Effective Administration Skills	305
Administration and Office Management: Best Practices and Technologies	499
Effective Report Writing Skills	528
Key Managerial Skills for New Managers and Supervisors	540
Strategies for the security of documents and electronic information	541
Time Management and Personal Effectiveness	609
Critical Competencies for Administrators & Secretaries	618
Professional Secretarial & Administration Skills	594
Best Practices in Multishift Operations	168
Advanced Office Management & Secretarial Effective Administration Skills	526



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Documents and Records Management Compliance: (ISO: 15489 Standard)	527
Archiving & Filing	551
Control and electronic archiving for Office Managers	552
The Office Professional and Records Management Masterclass	613
Organising and Behavioural Skills for Administrative Professionals Executive Secretaries PAs	611
Efficient Administration Skills	610
Effective Office Management	601
Professional Report and Writing Skills	909
Future Office Management	533
The Support Staff and Administrative Assistant	614
Strategic Planning for Records and Archives Services	847
E Library Management Techniques	615