

Administration and Secretarial Training Courses

Course Name	Code
Professional Report and Writing Skills	909
The Senior Administrator Program	619
Control and electronic archiving for Office Managers	552
Advanced Office Management & Secretarial Effective Administration Skills	526
Professional Secretarial & Administration Skills	594
The Senior Secretary Development (Professional Secretary Development)	143
Best Practices in Multishift Operations	168
Document Control Course	550
Administration and Office Management: Best Practices and Technologies	499
Key Managerial Skills for New Managers and Supervisors	540
Time Management and Personal Effectiveness	609
Critical Competencies for Administrators & Secretaries	618
Executive Secretariat and Office Management for Top Management	529
Planning and Management of Document Digitization Projects	998
Advanced Documents & Records Management Compliance	597
Professional Office Manager	145
Office Management & Effective Administration Skills	305
Documents and Records Management Compliance: (ISO: 15489 Standard)	527
Effective Report Writing Skills	528



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Future Office Management	533
Strategies for the security of documents and electronic information	541
Archiving & Filing	551
Administrative & Executive Secretarial Skills	596
E Library Management Techniques	615
The Support Staff and Administrative Assistant	614
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
Strategic Planning for Records and Archives Services	847
Communication Skills	595
Executive Office Administration and Secretarial Skills	358
Advanced Management for Documents and Archive	1015
Advanced Management for Documents and Archive	999