



Administrative Skills and Office Management

20th-21st September 2018 | 8:00am to 5:00pm | Venue: To be confirmed

Dead line : 18th September 2018

COURSE OBJECTIVE

At the end of the course, all participants will be able to:

- » FILE in the proper way and filing standard;
- » DEVELOP an appropriate office management strategy;
- » DESIGN an effective environment for a general office area;
- » DESIGN an efficient layout for a general office area;
- » DEVELOP an appropriate philosophy regarding the important role communication plays in administrative office management.

ABOUT TRAINER

CAMFEBA's Associate Trainer (LL.M, MEd. TESOL, LL.B, BA-His)

Specialization: He is the Vice Rector for National University of Management (NUM). His teaching specialties are professional office management, and secretary and administrative affairs. His career is a blend of both academic and practical experience in these fields and includes extensive management, law, and teaching skills for years. In his education background, he took his Master of Art in Law, Master of Education in TESOL; and he successfully hold a Bachelor Degree of History.

COURSE CONTENT

- » File Management
- » The Managerial Process
- » Organizing Process
- » The Communication Process/Administrative Letter Writing
- » Office Layout
- » Office Equipment

TARGET PARTICIPANTS

This course is specially designed for Supervisors and executives who are in charge of or involved in office organization and management.

TRAINING FEE

- Member: **USD170 Nett/person**
- Non Member: **USD 220 Nett/person**

(Fee is inclusive of Lunch and learning materials. Certificate of completion provided)

Note: Fee excludes any taxes.

