

Consulting and Training | Reach New Heights

Course Name

Office Management Masterclass

Sector Name

Administration and Office Efficiency

Document Type

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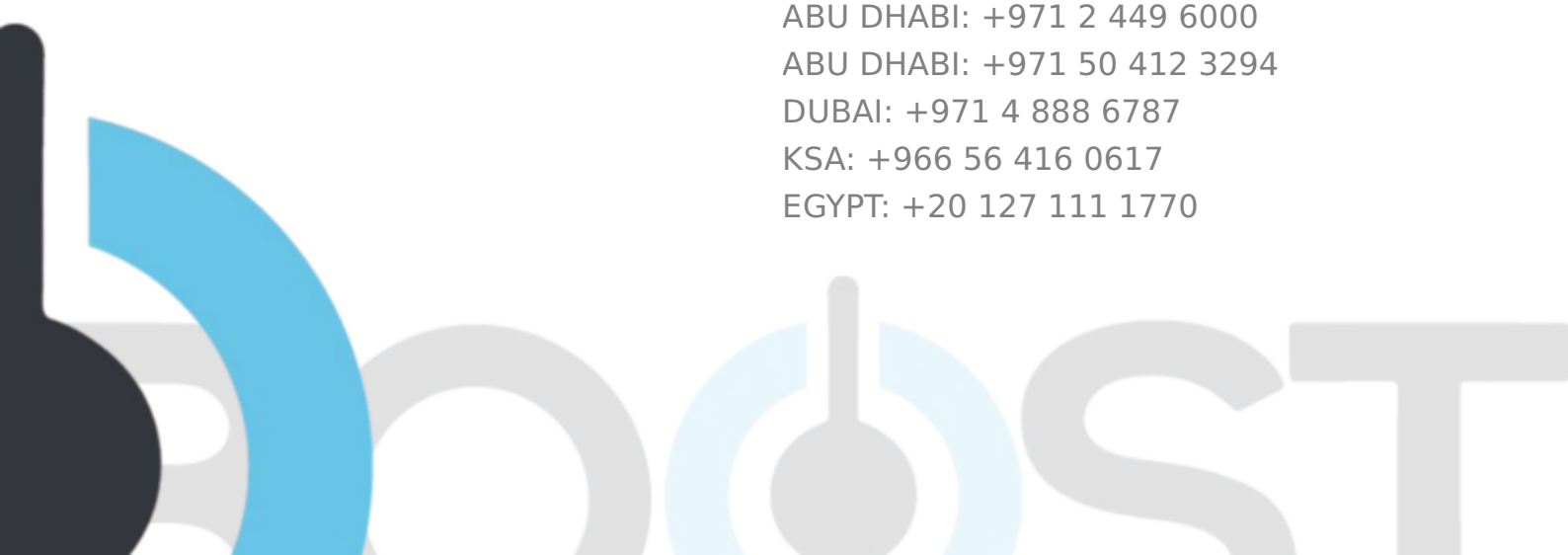
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Office Management Masterclass

Course Introduction

Office management plays a vital role in ensuring organizational efficiency, coordination, and professionalism. A well-managed office supports leadership effectiveness, operational continuity, and positive stakeholder experience—both internally and externally.

Developed by **Boost**, this course is designed to equip participants with the skills required to manage office operations as an integrated system, not just administrative tasks. The program focuses on coordination, workflow management, communication, resource control, and professional office practices that enable smooth daily operations and organizational effectiveness.

Boost's Office Management course strengthens participants' ability to manage office environments with structure, clarity, and accountability.

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Target Audience

- ✓ Office managers and administrators
- ✓ Administrative officers and coordinators
- ✓ Executive assistants and secretaries
- ✓ Support services staff
- ✓ Professionals responsible for office operations

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Learning Objectives

- ✓ Understand the role of office management in organizational performance
- ✓ Organize and coordinate daily office operations effectively
- ✓ Manage office workflows, priorities, and resources
- ✓ Improve internal communication and coordination
- ✓ Apply professional standards in office administration
- ✓ Support management and teams through effective office practices

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Course Outline

✓ DAY 01

Foundations of Office Management

Module 1: Understanding Office Management

- ✓ Role of office management in organizations
- ✓ Office management vs. administrative tasks
- ✓ Key responsibilities and expectations

Module 2: Office Structure and Workflow

- ✓ Office functions and interactions
- ✓ Mapping office workflows
- ✓ Ensuring smooth information flow

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Course Outline

✓ Day 02

Managing Office Operations

Module 3: Daily Operations and Coordination

- ✓ Planning daily office activities
- ✓ Managing priorities and deadlines
- ✓ Coordinating with departments and teams

Module 4: Resource and Facilities Management

- ✓ Managing office resources and supplies
- ✓ Coordinating facilities and services
- ✓ Ensuring a functional work environment

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Course Outline

✓ Day 03

Communication and Documentation

Module 5: Office Communication Management

- ✓ Managing internal communication channels
- ✓ Handling correspondence and requests
- ✓ Supporting management communication

Module 6: Administrative Documentation Practices

- ✓ Managing records and files
- ✓ Basic documentation standards
- ✓ Supporting accuracy and accessibility

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Course Outline

✓ Day 04

Professionalism and Office Effectiveness

Module 7: Professional Conduct and Office Etiquette

- ✓ Workplace professionalism
- ✓ Managing interactions with stakeholders
- ✓ Representing the organization effectively

Module 8: Supporting Leadership and Teams

- ✓ Office manager's role in supporting managers
- ✓ Coordinating meetings and schedules
- ✓ Managing confidential information

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Course Outline

✓ Day 05

Improving Office Management Practices

Module 9: Identifying Office Improvement Opportunities

- ✓ Assessing office efficiency
- ✓ Identifying bottlenecks and gaps
- ✓ Suggesting practical improvements

Module 10: Building Sustainable Office Management Systems

- ✓ Standardizing office procedures
- ✓ Continuous improvement mindset
- ✓ Strengthening long-term office effectiveness

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	2150.00 \$	Virtual , Online
Sept. 27, 2027	Oct. 1, 2027	5 days	4250.00 \$	UAE , Dubai
Nov. 22, 2026	Nov. 26, 2026	5 days	4250.00 \$	KSA , Dammam
May 3, 2027	May 7, 2027	5 days	4950.00 \$	England , London

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