

Course Name

Visa, PRO & Government Transactions Management Program

Sector Name

Administration and Office Efficiency

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Visa, PRO & Government Transactions Management Program

Course Introduction

Efficient management of visa services, Public Relations Officer (PRO) functions, and government transactions are essential for ensuring organizational compliance, operational continuity, and effective employee support. As government regulations, digital services, and immigration procedures continue to evolve, organizations require skilled professionals who can manage official transactions accurately, maintain strong relationships with regulatory authorities, and ensure timely completion of all government-related processes while minimizing operational risks and delays.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with the knowledge, practical methodologies, and industry best practices required to manage visa services, PRO responsibilities, and government transactions professionally and efficiently. Participants will learn how to streamline administrative processes, strengthen compliance, improve coordination with government entities, manage documentation, leverage digital government services, and enhance service quality while supporting organizational objectives and regulatory requirements.



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Target Audience

- ✓ PRO Officers and Government Relations Officers
- ✓ Administration and General Services Professionals
- ✓ HR Operations and Employee Services Teams
- ✓ Visa and Immigration Coordinators
- ✓ Office Managers and Administrative Supervisors
- ✓ Professionals responsible for government documentation and regulatory transactions

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Learning Objectives

- ✓ Understand the roles, responsibilities, and strategic importance of PRO and government relations functions.
- ✓ Manage visa, residency, labor, and government transactions efficiently and accurately.
- ✓ Strengthen compliance with applicable regulations and organizational procedures.
- ✓ Improve documentation, records management, and transaction workflows.
- ✓ Build effective relationships with government entities and external stakeholders.
- ✓ Develop process improvement initiatives that enhance service quality and operational efficiency.

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Course Outline

✓ Day 01

Foundations of PRO and Government Relations

Understanding the PRO Function

- ✓ Roles and responsibilities of PRO professionals
- ✓ Government relations as a strategic business function
- ✓ Professional ethics and service excellence

Government Regulatory Environment

- ✓ Understanding government procedures and requirements
- ✓ Organizational compliance responsibilities
- ✓ Coordinating with regulatory authorities

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Course Outline

✓ Day 02

Visa and Immigration Services Management

Managing Visa and Residency Processes

- ✓ Planning and coordinating visa applications
- ✓ Managing residency and work permit processes
- ✓ Monitoring validity periods and renewal requirements

Documentation and Records Management

- ✓ Organizing official documentation
- ✓ Managing confidential employee records
- ✓ Maintaining transaction accuracy and traceability

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Course Outline

✓ Day 03

Government Transactions and Process Excellence

Managing Government Transactions

- ✓ Coordinating official submissions and approvals
- ✓ Managing multi-agency transaction workflows
- ✓ Improving transaction efficiency and turnaround time

Digital Government Services

- ✓ Utilizing digital government platforms
- ✓ Electronic document management
- ✓ Improving service efficiency through digital solutions

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Course Outline

✓ Day 04

Compliance, Risk Management, and Service Quality

Regulatory Compliance

- ✓ Monitoring compliance with applicable regulations
- ✓ Managing audit readiness and documentation
- ✓ Reducing operational and compliance risks

Service Performance Management

- ✓ Measuring service quality and operational performance
- ✓ Managing customer requests and service expectations
- ✓ Continuous improvement of government transaction services

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Course Outline

✓ Day 05

Future-Ready Government Relations Operations

Emerging Trends in Government Services

- ✓ Digital transformation in government transactions
- ✓ Artificial Intelligence and automation in administrative services
- ✓ Future developments in regulatory service delivery

Building an Operational Excellence Roadmap

- ✓ Developing standardized operating procedures
- ✓ Strengthening stakeholder collaboration
- ✓ Creating a continuous improvement strategy for PRO, visa, and government transaction management

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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