



Consulting and Training | Reach New Heights

Course Name

Office Administration & General Services Best Practices

Sector Name

Administration and Office Efficiency

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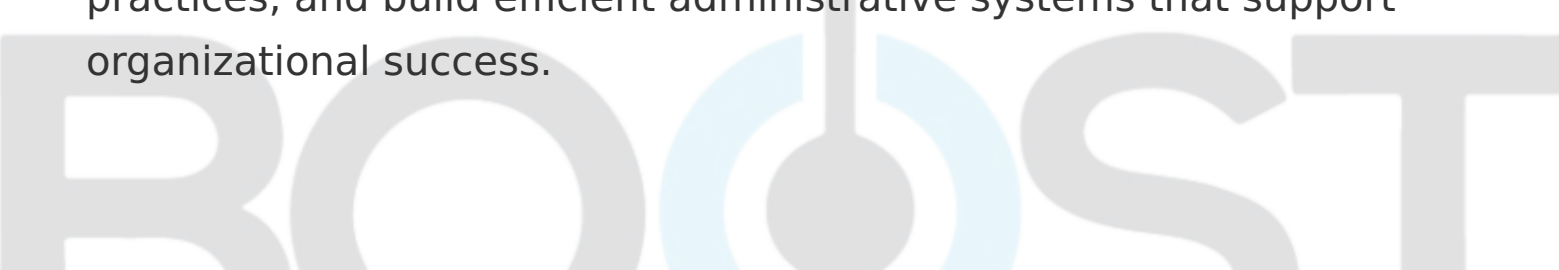
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Office Administration & General Services Best Practices

Course Introduction

Effective office administration and general services are fundamental to ensuring smooth organizational operations, efficient resource utilization, and high-quality internal service delivery. As organizations continue to evolve, administrative professionals are expected to contribute far beyond routine office support by coordinating workplace operations, managing facilities and resources, supporting business continuity, enhancing employee experiences, and driving operational excellence. Applying modern administrative practices enables organizations to improve productivity, strengthen service quality, and create well-organized and efficient work environments.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with the knowledge, practical methodologies, and international best practices required to excel in office administration and general services management. Participants will learn how to optimize administrative operations, coordinate workplace services, manage office resources, improve vendor and facilities coordination, implement performance measurement practices, and build efficient administrative systems that support organizational success.



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Target Audience

- ✓ Office Managers
- ✓ Administration Managers and Supervisors
- ✓ General Services Professionals
- ✓ Administrative Coordinators
- ✓ Office Support and Facilities Personnel
- ✓ Professionals responsible for workplace administration and operational support

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Learning Objectives

- ✓ Understand the strategic role of office administration and general services in organizational performance.
- ✓ Apply best practices to improve administrative efficiency and workplace operations.
- ✓ Coordinate office resources, facilities, and support services effectively.
- ✓ Strengthen vendor management and administrative service delivery.
- ✓ Measure and improve administrative performance using operational indicators.
- ✓ Develop continuous improvement initiatives that enhance workplace productivity and service excellence.

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Course Outline

✓ Day 01

Foundations of Administrative Excellence

Modern Office Administration

- ✓ Evolution of office administration practices
- ✓ Administrative roles in organizational success
- ✓ Delivering value through administrative excellence

General Services Fundamentals

- ✓ Scope of General Services operations
- ✓ Coordinating workplace support functions
- ✓ Aligning administrative services with organizational goals

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Course Outline

✓ Day 02

Office Operations and Workplace Coordination

Administrative Operations Management

- ✓ Planning daily office operations
- ✓ Managing office resources efficiently
- ✓ Organizing administrative workflows

Workplace Services Coordination

- ✓ Coordinating office facilities and support services
- ✓ Managing office logistics and workplace environments
- ✓ Enhancing internal customer service

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Course Outline

✓ Day 03

Resource, Vendor, and Document Management

Administrative Resource Management

- ✓ Managing office assets and supplies
- ✓ Optimizing resource utilization
- ✓ Supporting cost-effective operations

Vendor and Document Administration

- ✓ Managing service providers and administrative contracts
- ✓ Organizing records and document management systems
- ✓ Maintaining administrative compliance and confidentiality

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Course Outline

✓ Day 04

Performance Improvement and Operational Efficiency

Measuring Administrative Performance

- ✓ Developing administrative performance indicators
- ✓ Monitoring service quality and operational effectiveness
- ✓ Reporting performance results

Continuous Process Improvement

- ✓ Identifying operational improvement opportunities
- ✓ Streamlining administrative procedures
- ✓ Building efficient workplace practices

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Course Outline

✓ Day 05

Future-Ready Office Administration

Emerging Trends in Administrative Management

- ✓ Digital office technologies
- ✓ Smart workplace management
- ✓ Automation in administrative operations

Building Administrative Excellence

- ✓ Developing long-term administrative strategies
- ✓ Strengthening collaboration across support functions
- ✓ Creating a culture of continuous improvement and service excellence

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 23, 2027	Aug. 27, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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