



Consulting and Training | Reach New Heights

Course Name

Office Administration Excellence

Sector Name

Administration and Office Efficiency

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



Office Administration Excellence

Course Introduction

Office Administration is a cornerstone of organizational effectiveness, ensuring that daily operations run efficiently while supporting communication, coordination, resource management, and executive productivity. In today's fast-paced business environment, office administration professionals are expected to go beyond routine administrative tasks by contributing to operational excellence, improving workplace efficiency, supporting digital transformation, and delivering high-quality internal services. Adopting modern administrative practices enables organizations to enhance productivity, strengthen collaboration, optimize resources, and create a well-organized and responsive work environment.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with the knowledge, practical methodologies, and best international practices required to achieve excellence in office administration. Participants will learn how to optimize office operations, improve administrative processes, coordinate workplace activities, manage resources effectively, measure performance, implement continuous improvement initiatives, and establish governance practices that support sustainable administrative excellence.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

BOOST

Office Administration Excellence

Target Audience

- ✓ Office Managers
- ✓ Administrative Managers and Supervisors
- ✓ Executive and Administrative Assistants
- ✓ Office Coordinators
- ✓ Administration and General Services Professionals
- ✓ Professionals responsible for office operations and administrative support

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Office Administration Excellence

Learning Objectives

- ✓ Understand the principles of modern office administration and operational excellence.
- ✓ Improve office operations through effective planning and process optimization.
- ✓ Apply best practices in administrative coordination, communication, and resource management.
- ✓ Utilize digital tools to enhance administrative efficiency and workplace productivity.
- ✓ Measure administrative performance and implement continuous improvement initiatives.
- ✓ Strengthen governance, compliance, and operational effectiveness within office administration.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Office Administration Excellence

Course Outline

✓ Day 01

Foundations of Office Administration Excellence

Modern Office Administration

- ✓ Evolution of office administration
- ✓ Strategic role of office administration
- ✓ Building an excellent service culture

Core Administrative Functions

- ✓ Office coordination and operational support
- ✓ Roles, responsibilities, and accountability
- ✓ Professional communication and collaboration

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Office Administration Excellence

Course Outline

✓ Day 02

Planning and Organizing Office Operations

Administrative Planning

- ✓ Planning daily office operations
- ✓ Managing priorities and workloads
- ✓ Resource planning and allocation

Office Process Optimization

- ✓ Mapping administrative workflows
- ✓ Standardizing office procedures
- ✓ Improving operational efficiency

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Office Administration Excellence

Course Outline

✓ Day 03

Managing Office Operations and Resources

Office Operations Management

- ✓ Coordinating meetings, events, and executive support
- ✓ Managing office facilities and workplace services
- ✓ Enhancing internal customer service

Resources and Digital Administration

- ✓ Managing office resources and documentation
- ✓ Digital office tools and workflow automation
- ✓ Electronic records and document management

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Office Administration Excellence

Course Outline

✓ Day 04

Performance Management and Continuous Improvement

Measuring Administrative Performance

- ✓ Administrative performance indicators
- ✓ Monitoring service quality and productivity
- ✓ Performance reporting and analysis

Continuous Improvement

- ✓ Improving administrative processes
- ✓ Solving operational challenges
- ✓ Driving workplace efficiency and innovation

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Office Administration Excellence

Course Outline

✓ Day 05

Governance, Innovation & Future Office Administration

Governance and Administrative Compliance

- ✓ Governance frameworks for office administration
- ✓ Compliance, accountability, and operational risk management
- ✓ Supporting organizational resilience through effective administration

Future of Office Administration

- ✓ Smart office technologies
- ✓ Artificial Intelligence in administrative operations
- ✓ Developing a strategic roadmap for office administration excellence and continuous improvement

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Office Administration Excellence

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 18, 2027	Oct. 22, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

