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**Course Name**

# Advanced Administrative Assistant

**Sector Name**
Administration and Office Efficiency

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# Advanced Administrative Assistant

## Course Introduction

A professional Office Manager effortlessly combines a diverse range of responsibilities, ensuring that office processes and activities are efficiently and smoothly managed.

This course will help you develop an assertive and organized approach to managing people and processes in your office, to facilitate harmonious and productive working.

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## Target Audience

✓ Office Managers
✓ Administrative Assistants
✓ Executive Assistants
✓ Personal Assistants
✓ Administrative Coordinators
✓ Records Managers
✓ Data Administrators
✓ Filing Clerks
✓ Document Control Specialists
✓ Secretaries
✓ Receptionists with managerial duties
✓ Administrative Officers
✓ Operations Assistants
✓ Business Support Staff
✓ Administrative Team Leaders
✓ Office Coordinators
✓ Clerical Supervisors
✓ Administrative Professionals looking to enhance their skills

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## Learning Objectives

- ✓ Recognize the role and the main competencies of an office manager
- ✓ Explore the professionalism manifestation through dress code, way of speech, and ethical principles
- ✓ Plan and organize a meeting
- ✓ Manage data through filing and archiving
- ✓ Discover electronic filing and data management systems
- ✓ Recognize the importance of the confidentiality of documents and data
- ✓ Tips and tricks for a professional office manager

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## Course Outline

### ✓ 01 Day One

**The Role of the Office Manager/Administrator:**

- ✓ Competencies for Success
- ✓ Perception versus Reality
- ✓ Be a “Star” at Work
- ✓ Recognizing your role

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## Course Outline

### ✓ 02 Day Two

**The Office Management as Detailed oriented:**

- ✓ What is detail-oriented
- ✓ Detailed oriented benefits for office managers & Administrators
- ✓ The weakness of Detail oriented Person
- ✓ Tips & Tricks to Perfectionist

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## Course Outline

### ✓ 03 Day Three

**Electronic Filing Systems:**

- ✓ Electronic Filing
- ✓ Ms outlook
- ✓ My documents
- ✓ Scanning documents
- ✓ Searching for documents
- ✓ Alphabetical filing

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## Course Outline

### ✓ 04 Day Four

**Data Management Systems:**

- ✓ Archiving
- ✓ Security
- ✓ Confidentiality
- ✓ Filing systems
- ✓ Indexing

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# Course Outline

### ✓ 05 Day Five

**Confidentiality:**

- ✓ Know your manager
- ✓ Understanding your manager’s working style
- ✓ Know what your manager expects from you

**Professional Documents:**

- ✓ Intelligent Emails
- ✓ Reports
- ✓ Minutes of meetings

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## Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
|---|---|---|---|---|
| June 14, 2027 | June 18, 2027 | 5 days | 4950.00 $ | England , London |
| Nov. 9, 2026 | Nov. 13, 2026 | 5 days | 4250.00 $ | UAE , Dubai |
| Feb. 1, 2027 | Feb. 5, 2027 | 5 days | 4250.00 $ | UAE , Dubai |
| Aug. 15, 2027 | Aug. 19, 2027 | 5 days | 4250.00 $ | KSA , Al Khobar |

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