



Course Name
**ADVANCED DYNAMIC OFFICE EFFICIENCY AND
ADMINISTRATION**

This course is suitable for all who are aiming to improve their performance and maximise opportunities for promotion to executive positions.



Reach New Heights | Training & Consulting
An ISO 14001:2015 ISO 9001:2015 Certified Company



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info@boostuae.com



Duration:
Five Days



Location:
TBD



Date:
TBD





Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI
SINCE 2001
WE HAVE A PROVEN TRACK



VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

Why Us?

- 01 Interactive Engaging Courses
- 02 Recognized Certificates
- 03 Wide Range Of Training Subjects
- 04 Global Training Centers
- 05 In-House & Customized Courses
- 06 Internationally Certified Instructors
- 07 Advanced Reporting System



10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



American Welding Society
EDUCATIONAL INSTITUTION MEMBER





INTRODUCTION

ADVANCED DYNAMIC OFFICE EFFICIENCY AND ADMINISTRATION



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This advanced dynamic office management & administration training programme is designed to provide delegates with a comprehensive overview of the key concepts relating to office administration and the responsibilities associated. The course will focus on specific organisational skills such as arranging meetings, minute-taking, and travel/event management. Also integral to a well-functioning office are interpersonal skills which help to ensure cohesiveness between work colleagues.

This training therefore includes communication skills and a module on teamwork where delegates will learn about team dynamics, how to create a strong team, and approaches to resolve conflicts that arise within a team. Finally, it is important for office managers to organise with confidence and deal with unexpected situations and problems. Consequently, we have included important topics such as time management, stress management, and presentation skills so that participants can feel more self-assured when carrying out their roles and responsibilities.

TRAINING COURSE OBJECTIVES

THE, SUCCESSFUL DELEGATES OF THIS PROGRAMME WILL BE ABLE TO:

- ✓ Provide high standards of modern office practices and methods
- ✓ Enhance managerial capabilities and career growth
- ✓ Manage the work environment to fulfil both organisational success and individual performance
- ✓ Communicate effectively, handling challenges and duties professionally with confidence

TRAINING COURSE DELIVERY METHODOLOGY

The course involves a mix of self-assessment tools, showcases of computer applications, brief presentations by the consultant and participants on course related topics, and videos to enhance learning and real-life implementation.

TARGETED PARTICIPANTS

THIS TRAINING COURSE IS DESIGNED FOR;

- ✓ Executive secretaries
- ✓ Personal assistants
- ✓ Top-level management secretaries





Course Outline

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OFFICE ORGANISATION

- ✓ Practical solution focused management skills
- ✓ How to support good workflow in the office for employee productivity
- ✓ How to manage the day-to-day running of the office
- ✓ Dealing with suppliers and developing good buying relationships

ARRANGING MEETINGS AND TAKING MINUTES

- ✓ Best practice for handling meetings
- ✓ The role of teams and teambuilding
- ✓ Taking accurate minutes and following up
- ✓ Arranging the environment for best meeting atmosphere



EVENT MANAGEMENT

- ✓ Planning, arranging and monitoring events
- ✓ Coordination and facilitation skills
- ✓ How to manage different suppliers to deliver a successful event
- ✓ Managing on time and on budget

VERBAL COMMUNICATION SKILLS

- ✓ How to communicate clearly and concisely
- ✓ How to express ideas and core objectives to diverse audiences
- ✓ Communicating with a confident voice





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WRITTEN COMMUNICATION SKILLS

- ✓ Report writing, structure, theme, and executive summary
- ✓ Aiming reports to different stakeholders
- ✓ Email communication best practice
- ✓ Letter writing skills

TEAM-WORKING

- ✓ Creating winning teams, key roles and team dynamic
- ✓ How to motivate staff and ensure results
- ✓ How to create interventions for team conflicts and problems
- ✓ The pitfalls of underperforming teams and how realign them



TIME AND STRESS MANAGEMENT

- ✓ Emotional intelligence vs. Intelligence Quotient (IQ)
- ✓ The psychology of wellbeing and performance
- ✓ How to deal with pressure and stress in the workplace
- ✓ How to encourage high performance without creating stress

PRESENTATION SKILLS

- ✓ Delivering professional and memorable presentations
- ✓ How to write a speech for conferences and events
- ✓ Proven public speaking tips and techniques for charismatic presentations
- ✓ Managing nerves and overcoming fear of public speaking





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TRAVEL MANAGEMENT



- ✓ Making travel arrangements (i.e. arranging flights, accommodation, visas)
- ✓ Managing timelines and preparing contingencies
- ✓ Negotiation with suppliers and getting the best quotes
- ✓ Researching the best routes for a journey both locally and internationally





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THANK YOU

For any clarification or information. Please do not hesitate to contact us

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