

Office Manager

COURSE DESCRIPTION

Office managers organize and supervise all of the administrative activities that facilitate the smooth running of an office. An office manager may be expected to carry out a range of administrative and IT-related tasks, although this will depend on the size and type of organization where they work. Although the individual nature of an office manager's work will greatly differ across organizations, the one factor they all have in common is that they are ultimately responsible for ensuring that their office runs efficiently.

Situations one faces are usually very stressful. With high consideration, we have prepared this training which will help you not only to develop your skills, but also to help others see you as a trustworthy and an individual with a bright future. We will treat the key issues with which an administrative official is faced on a daily, monthly or general basis. Therefore, based on the modern trends of development, we have designed this training, whose purpose is to offer the preparation in accordance with modern office administration standards.

Office Management

In this training, we have thoroughly prepared some techniques which will help the student to effectively complete tasks and overcome what is expected from them.

- Management and its key functions;
- Interpersonal communication;
- Professional usage of the phone as a communication device;
- Modern Business Correspondence (professional structuring of official writing, memos, email rules and writing of concise and meaningful reports);
- Effective organization of meetings and delivery of meeting minutes from the meeting;
- Effective usage of MS Outlook and Mail Merge in MS Word and introduction to InfoPath program;
- Organization and accomplishment of different reservations for trips, seminars and conferences.

WHO SHOULD ATTEND

This training is dedicated to individuals who work as office managers in private or public organizations, or wish to pursue knowledge in the field of office and administration.

TRAINING DURATION

Office Management is 36-hour training. Candidates are given the studying materials throughout the course.

TRAINING COST

The cost of this training is 360 € per participant. Price includes training and studying materials.

Office Assistant

In this training, we have thoroughly prepared some techniques which will help the student to effectively complete tasks and overcome what is expected from them.

- Definition of the administrative official as a professional of the 21st century;
- Manager support;
- Supervising and coordination of office activities and supporting staff;
- Supervising challenges;
- Coordination of information;
- Concerns of an administrative official for a better time management.

WHO SHOULD ATTEND

This training is dedicated to individuals who work as assistants of office managers in private or public organizations, or wish to pursue knowledge in the field of office and administration.

TRAINING DURATION

Office Assistant is 12-hour workshop. Candidates are given the studying materials throughout the course.

TRAINING COST

The cost of this training is 120 € per participant. Price includes training and studying materials.

CLASS PLAN FOR ACADEMIC YEAR 09/10

| Course | Schedule | Start Date | End Date | Week Days |
|------------------|-------------|------------|-----------|------------|
| Office Assistant | 17:30-21:30 | 23-Sep-09 | 25-Sep-09 | W - Th - F |
| Office Assistant | 17:30-21:30 | 18-Nov-09 | 20-Nov-09 | W - Th - F |
| Office Assistant | 17:30-21:30 | 1-Feb-10 | 3-Feb-10 | M - T - W |
| Office Assistant | 17:30-21:30 | 1-Mar-10 | 3-Mar-10 | M - T - W |

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|-------------------|---------------|-----------|-----------|-----------|
| Office Management | 10:00 - 14:00 | 7-Nov-09 | 23-Jan-10 | Saturdays |
| Office Management | 17:30-21:30 | 17-May-10 | 2-Jun-10 | M - W - F |