



الدورة التدريبية الشاملة في السكرتارية التففيذية الحديثة لإدارة المكاتب العليا



AGILE LEADERS
Training Center

09 - 13 Nov 2026

باريس

الدورة التدريبية الشاملة في السكرتارية التنفيذية الحديثة لإدارة المكاتب العليا

المرجع: 3694_78244 التاريخ: 09 - 13 Nov 2026 الموقع: باريس الرسوم: Euro 5700

The Complete Office Management Training Course Overview:

'The Complete Office Management Training Course' is a comprehensive office management training that empowers professionals to master critical skills like effective communication, time management, and efficient meeting conduct. This course not only provides robust office management certification but also focuses on enhancing interpersonal skills. By addressing practical aspects such as drafting meeting minutes and project planning, it ensures participants are well-equipped to handle day-to-day administrative responsibilities. Offering a blend of online and offline modules, this course allows participants to pace their learning and focus on areas of improvement.

Target Audience:

- Office Managers
- Administrative Assistants
- Project Coordinators
- Executives looking to sharpen their office management skills

Targeted Organizational Departments:

- Administrative Department
- Project Management Office
- Human Resources
- Operations

Targeted Industries:

- Corporate Services
- Information Technology
- Healthcare
- Education and Training

Course Offerings:

- Comprehensive office management training covering diverse aspects of administration.
- Detailed instruction on creating minutes of meetings.
- Training to enhance communication and leadership skills.
- Guidance on time management best practices.
- Opportunities to improve interpersonal skills in a business context.

Training Methodology:

To ensure an engaging, effective learning experience in 'The Complete Office Management Training Course,' we will be employing a diverse range of training methodologies. These methodologies have been chosen with an eye toward the specific skills and topics covered in the course, from communication skills training to administration skills.

Firstly, practical workshops and interactive sessions will play a large role. These will provide hands-on experience with tasks such as writing minutes of meetings, managing data, and improving time management. Participants will work both individually and in teams, fostering excellent communication and interpersonal skills as they collaborate on projects and presentations.

Case studies will provide another significant learning method. These real-world examples will provide context for the skills taught in the course, particularly in areas such as project planning, office protocols, and etiquette. Group discussions following each case study will encourage participants to engage with the material and apply what they've learned.

Regular feedback sessions will ensure that participants understand and can apply the skills being taught. These will give participants a chance to ask questions, discuss challenges, and receive constructive, targeted advice.

Finally, we will employ digital learning tools to provide a comprehensive and flexible learning experience. Participants will have access to office management online courses, providing further opportunities for learning and reinforcement outside of the regular training sessions.

Course Toolbox:

- A detailed manual covering all the topics discussed in the training. [Training Manual](#): .1
- Access to the office management online courses for further reading and [Online Learning Platform](#): .2
reinforcement of classroom learning.
- Access to recommended time management, data management, and project planning software [Digital Tools](#): .3
and applications.
- Templates for effective note-taking during meetings. [Minutes of Meeting Template](#): .4
- Guides and templates to help in creating effective project plans. [Project Planning Templates](#): .5
- Templates and guidelines for professional emails and presentations. [Email and Presentation Templates](#): .6
- Real-world examples and scenarios for discussion and problem-solving activities. [Case Studies](#): .7
- Forms for providing and receiving feedback on the practical exercises conducted during [Feedback Forms](#): .8
the training.

Course Agenda:

Day 1: Communication Skills

- Understanding the nuances of non-verbal [Topic 1: Enhancing Face-to-Face Communication Skills](#): •
communication, voice modulation, and body language. Addressing the importance of active listening and
effective speaking.
- Guidance on etiquette and best practices for [Topic 2: Teleconferencing and Online Communication Skills](#): •
effective digital communication, including video conferencing, emails, and instant messaging.
- Mastering the art of creating and delivering compelling presentations, focusing [Topic 3: Presentation Skills](#): •
on design, content structure, delivery, and audience engagement.

Day 2: Office Administration

- Learning how to plan, conduct, and follow up on effective meetings, with [Topic 4: Efficient Meeting Conduct](#): •
a focus on participant engagement, time management, and meeting objectives.
- Detailed instruction on taking accurate minutes of meetings, with emphasis on [Topic 5: Minute Writing](#): •
identifying key points, summarizing discussions, and formatting minutes.
- Understanding the fundamentals of project planning, including setting [Topic 6: Project Planning Skills](#): •
objectives, identifying resources, developing timelines, and monitoring progress.
- Acquiring skills on data organization, security, backup and retrieval, and [Topic 7: Data Management](#): •
learning about essential data management tools.

Day 3: Time Management

Learning how to prioritize tasks, eliminate time-wasters, and balance workload to improve productivity. **Topic 8: Time Management Strategies:** •

Training on the use of digital tools and software for effective time management, such as calendars, project management apps, and time tracking tools. **Topic 9: Utilization of Time Management Tools:** •

Day 4: Interpersonal and Planning Skills

Fostering relationships and improving collaboration in the workplace through empathy, active listening, and effective feedback. **Topic 10: Developing Strong Interpersonal Skills:** •

Understanding and adhering to office etiquette, including respect for diversity, professionalism, and workplace ethics. **Topic 11: Office Protocols and Etiquette:** •

Day 5: Essential Soft Skills & Work-Life Balance

Discover causes of stress and develop strategies for managing it. Learn to communicate effectively under pressure. **Topic 13: Stress Management:** •

Understand the seven habits that can improve your effectiveness and efficiency at work. Discover the role of interpersonal skills. **Topic 14: 7 Habits of Highly Effective People:** •

Discuss the importance of work-life balance and learn practical strategies for achieving it. Understand the role of time management in maintaining balance. **Topic 15: Work-Life Balance:** •

Reflect on the day's insights and review the key takeaways. Discuss how today's learnings can contribute to your effectiveness as an office manager. **Reflection & Review:** •

How This Course is Different from Other 'Office Management Training' Courses:

'The Complete Office Management Training Course' offers a comprehensive, practical, and engaging approach to office management training. Unlike many other office management courses, it combines a broad range of topics into one course, offering a holistic training experience.

This course addresses not just technical skills such as time management training and writing minutes of meetings, but also soft skills like communication skills training and interpersonal skills in business. This rounded approach ensures that participants will leave the course ready to manage all aspects of office administration, from the day-to-day tasks to the interpersonal relationships that make a workplace thrive.

Another unique feature of our course is the combination of classroom teaching with office management online courses. This blended learning approach allows participants to reinforce and extend their learning outside of the classroom, providing a flexible, comprehensive learning experience. Furthermore, we prioritize hands-on, practical learning, ensuring that participants can immediately apply the skills they've learned.

فئات الدورات التدريبية

الدورات التدريبية في مجال البيئة والاستدامة	دورات إدارة الجودة وتطوير العمليات
دورات إدارة و تحليل البيانات ودورات علم البيانات	دورات إدارة و تطوير الموارد البشرية
دورات الذهن السيرياني ودورات تقنية المعلومات	دورات الاتصال الجماهيري و السياسات والعلاقات العامة
دورات التدريب القانوني والهشتريات والتعاقدات	دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات
دورات الحوكمة وإدارة المخاطر والامتثال	دورات السكرتارية و إدارة المكاتب
دورات الصحة والسلامة والذهن المهني	دورات الصيانة ودورات المجالات الهندسية المتنوعة
دورات المحاسبة و التهويل و دورات الإدارة المالية	دورات المهارات الشخصية وتطوير الذات
دورات في مجالات القيادة والإدارة	دورات معتمدة من قبل هيئات دولية
دورات مكتب إدارة المشاريع وإدارة المشاريع الرشيقية	



معدن التدريب

أكرا غانا	أثينا اليونان	أبوظبي الإمارات العربية المتحدة
الجبيل المملكة العربية السعودية	استنبول تركيا	أهستردام هولندا
الرياض المملكة العربية السعودية	الدوحة قطر	الدار البيضاء المغرب
المنامة مملكة البحرين	الكويت الكويت	القاهرة مصر
بانكوك تايلند	باكو أذربيجان	باريس فرنسا
برلين ألمانيا	برشلونة إسبانيا	براغ جمهورية التشيك
تيليسي جورجيا	بوكيت تايلاند	بورتو البرتغال
جنيف سويسرا	جاكارتا جمهورية إندونيسيا	تورنتو كندا
روما إيطاليا	حلي الإمارات العربية المتحدة	جوهانسبرغ جنوب أفريقيا
سنغافورة سنغافورة	سان دييغو الولايات المتحدة الأمريكية	زنجان تنزانيا
شيكاغو الولايات المتحدة الأمريكية	شرم الشيخ مصر	سيول كوريا الجنوبية
طوكيو اليابان	طشقند أوزبكستان	طرابزون تركيا
فرانكفورت ألمانيا	عن بعد منصة زووم	عمان المملكة الأردنية الهاشمية

مدن التدريب

كيب تاون جنوب افريقيا	كوالالمبور ماليزيا	فيينا النمسا
لندن المملكة المتحدة	لشبونة البرتغال	لانكاوي ماليزيا
مسقط سلطنة عمان	هدريد اسبانيا	ماربيا اسبانيا
ميونخ ألمانيا	ميلان إيطاليا	مونترو سويسرا
	نيويورك الولايات المتحدة الأمريكية	نيروبي كينيا