

Comprehensive Course in Office Management and  
Development of Effective Management Skills

*Vienna (Austria)*

*6 - 10 January 2025*

UK Training

**PARTNER**



# Comprehensive Course in Office Management and Development of Effective Management Skills

Code: LM28 From: 6 - 10 January 2025 City: Vienna (Austria) Fees: 4400 Pound

## Introduction

Office management is a crucial element for the success of any organization. This course aims to equip participants with the latest skills and knowledge necessary for effective office management, thereby enhancing productivity and improving the work environment. The course will cover a diverse range of topics related to planning, organizing, leadership, and communication.

## Course Objectives

- Understand the fundamentals of modern office management.
- Develop effective planning and organizing skills.
- Enhance leadership and guidance capabilities.
- Improve effective communication skills with teams.
- Explore tools and techniques for time management.
- Familiarize with best practices in managing small projects.

## Course Outlines

### Day 1: Introduction to Office Management

- The concept of office management and its significance.
- Types of offices and their functions.
- Modern developments in office management.
- Activity: Case study analysis of a successful office.

### Day 2: Planning and Organizing

- Principles of strategic planning.
- How to organize work and allocate tasks.
- Scheduling techniques e.g., Gantt Chart.
- Workshop: Designing a work plan for a team.

### Day 3: Leadership and Guidance

- Types of leadership and their impact on teams.
- Guidance skills and team building.
- How to handle conflicts within teams.
- Activity: Role-playing to apply leadership skills.

UK Training

**PARTNER**



#### Day 4: Effective Communication

- The importance of communication in the workplace.
- Techniques for effective communication verbal and written.
- Using technology to enhance communication tools like Slack and Microsoft Teams.
- Workshop: Developing communication strategies within the team.

#### Day 5: Time and Project Management

- Principles of time management e.g., Pomodoro Technique.
- Tools and techniques for project management e.g., Trello and Asana.
- Practical applications for time and project management.
- Final discussion: How to apply the acquired skills in the workplace.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The board is white and black, and the pieces are gold and silver. In the background, there are concentric white circles on a light gray background.

UK Training  
**PARTNER**



## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)  
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)

### USA & Canada



Los Angeles (USA)  
Boston, Massachusetts (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Washington (USA)



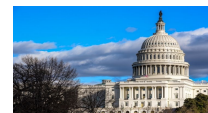
Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



Toronto (Canada)



# Blackbird Training Cities

## Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia)



Bangkok (Thailand)



Beijing (China)



Singapore (Singapore)  
(Kuwait)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



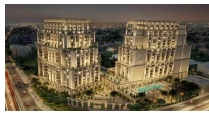
Kuala Lumpur (Malaysia)



Kuwait City



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

## Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

