

Comprehensive Course in Office Management and  
Development of Effective Management Skills

*Online*

*29 December 2024 - 2 January 2025*

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

Code: LM28 From: 29 December 2024 - 2 January 2025 City: Online Fees: 1700 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.

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## 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 queen, and a pawn) 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.

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