

Comprehensive Course in Office Management and
Development of Effective Management Skills

Washington (USA)

9 - 13 December 2024

UK Training

PARTNER



Comprehensive Course in Office Management and Development of Effective Management Skills

Code: LM28 From: 9 - 13 December 2024 City: Washington (USA) Fees: 4700 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 queen, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

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)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



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

 www.blackbird-training.com



UK Training
PARTNER

The image shows a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board is set against a background of concentric circles.