

Certified Administrative Professional (CAP)

Accra (Ghana)

3 - 7 November 2025

UK Training

PARTNER



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Code: SA28 From: 3 - 7 November 2025 City: Accra (Ghana) Fees: 3300 Pound

Introduction

Welcome to the Certified Administrative Professional CAP course, your gateway to becoming a distinguished expert in the field of administration. This program is tailored to provide administrative professionals with cutting-edge tools, advanced knowledge, and best practices required to excel in today's dynamic workplaces. Designed to prepare participants for the highly regarded CAP administrative certification, this course empowers you to navigate modern challenges and elevate your career in the administrative profession.

Course Objectives

- Master advanced administrative professional duties critical for effective office management.
- Gain a comprehensive understanding of the administrative professional definition and evolving roles in the digital age.
- Enhance communication and interpersonal skills to effectively collaborate with diverse stakeholders.
- Develop strategic planning, critical thinking, and problem-solving abilities for complex challenges.
- Learn time management strategies and techniques to optimize productivity and streamline workflows.
- Understand ethical principles, confidentiality, and professionalism to uphold integrity in administrative roles.
- Prepare to achieve the administrative professional certification and gain a competitive edge in the job market.

Course Outlines

Day 1: Modern Office Management Trends

- Introduction to administrative professional meaning and responsibilities in contemporary work settings.
- Examining the role of administrative professionals in remote work, virtual collaboration, and agile office environments.
- Identifying key skills for adaptability and flexibility in administrative roles.
- Case studies on best practices for efficient office management.

Day 2: Advanced Communication Skills

- Mastering effective verbal and non-verbal communication for administrative professionals.
- Developing active listening skills to build strong relationships.
- Crafting professional emails and mastering workplace etiquette.
- Managing conflicts and handling difficult conversations with poise.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles.

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- Role-playing and practical exercises to refine communication techniques.

Day 3: Strategic Planning and Problem-Solving

- Understanding strategic planning principles for administrative success.
- Setting SMART goals to align with organizational objectives.
- Applying decision-making frameworks to real-world administrative scenarios.
- Utilizing data analysis for informed decision-making.
- Collaborative group activities to practice strategic planning and problem-solving.

Day 4: Time Management and Productivity

- Exploring core concepts of time management tailored for administrative professional duties.
- Identifying productivity barriers and learning techniques to eliminate time-wasters.
- Prioritizing tasks effectively while managing multiple deadlines.
- Leveraging digital tools and apps to enhance organizational skills.
- Creating personalized workflows to boost efficiency.

Day 5: Professionalism and Ethics

- Defining the importance of ethics and professionalism in administrative professional training.
- Building professional relationships with colleagues, clients, and executives.
- Addressing conflicts of interest and ethical dilemmas in administrative roles.
- Managing stress and promoting self-care in high-pressure environments.
- Final review and preparation for the CAP administrative certification exam.

Conclusion

This training for administrative professionals is designed to redefine what it means to excel as a certified administrative professional. By the end of this course, participants will be equipped with the expertise to manage modern office environments, communicate effectively, and tackle complex challenges with confidence. Whether you're new to the field or seeking to refine your skills, this program sets you on a path to achieve the coveted administrative professional certification and become a valuable asset in any organization.

Take the next step in your career and unlock your potential as a Certified Administrative Professional.

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