

# The Integrated System for Secretarial and Office Management

*Casablanca (Morocco)*

*24 - 28 November 2025*

UK Traininig

# PARTNER



## The Integrated System for Secretarial and Office Management

Code: LM28 From: 24 - 28 November 2025 City: Casablanca (Morocco) Fees: 3300 Pound

### Introduction

This Office Management and Secretarial Training Course provides a detailed and practical guide to mastering the integrated business systems for secretarial and office management. The course is designed to equip participants with essential skills, including understanding the duties of office managers, utilizing system integration solutions, and improving task efficiency with modern office management tools.

Through a structured approach, participants will explore key topics like time management, office project planning, file organization, and effective communication. The course also incorporates integrated leadership systems and strategies for system integrity protection to enhance productivity, manage risk, and achieve organizational goals.

By the end of this course, participants will have the knowledge and skills required for office manager positions and certifications such as the Office Management Certificate, helping them advance their careers in administrative and project management roles.

### Course Objectives

- **Develop Core Skills:** Acquire essential secretarial skills and administrative capabilities to perform office tasks effectively.
- **Master Office Technologies:** Learn to use advanced integrated business systems and tools for efficient office management.
- **Enhance Communication:** Strengthen communication skills to foster collaboration with teams, management, and clients.
- **Boost Productivity:** Apply strategies to improve personal productivity and optimize office workflows.
- **Learn System Integration:** Understand system integration meaning and apply it to streamline office operations and protect system integrity.
- **Prepare for Certification:** Build qualifications for achieving office manager certification and career advancement.

### Course Outlines

#### Day 1: Introduction to Secretarial and Office Management

- **Secretary Meaning:** Understanding the role and importance of secretarial duties in a modern office.
- **Overview of the duties of office managers** and their significance in ensuring organizational success.
- **Techniques for office organization and file management** to maintain system efficiency.
- **Basics of time management and task prioritization** for productivity enhancement.
- **Developing effective communication skills** for workplace collaboration.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

## Day 2: Modern Office Management Tools and Techniques

- Introduction to advanced tools in office of project management and their practical applications.
- Efficient handling of emails, phone communications, and meeting preparations.
- Strategies for managing pressure, multitasking, and maintaining professional writing standards.
- System Integration Solutions: Incorporating tools to optimize workflows and improve performance system integration.

## Day 3: Managing and Organizing Daily Schedules

- Best practices for organizing daily tasks and professional scheduling.
- Preparing meeting agendas and coordinating with team members effectively.
- Techniques for managing client and visitor interactions in a professional manner.
- Basic applications of integrated learning systems and computer programs in day-to-day office tasks.

## Day 4: Planning and Organizing Office Projects

- Office Project Management: Best practices for managing and coordinating office projects.
- Techniques for managing electronic archives and leveraging system integration solutions.
- Enhancing presentation skills for delivering impactful reports.
- Problem-solving and negotiation strategies for resolving conflicts.
- Building successful and sustainable work relationships using an integrated leadership system.

## Day 5: Strategies for Personal Productivity Improvement

- Methods for boosting personal productivity in office tasks.
- Approaches to continuous learning and professional development through office management training.
- Understanding system integration testing and its role in maintaining workflow efficiency.
- Evaluating performance and setting measurable goals for career growth.
- Reviewing concepts learned throughout the course with practical applications.

## Why Attend this Course: Wins & Losses!

- Comprehensive Training: Master a wide range of office and secretarial skills, including file organization, communication, and time management.
- Career Advancement: Prepare for office manager positions and earn certifications such as the Office Management Certificate or Office Manager Certification.
- Technology Integration: Learn to use integrated business systems and apply system integration solutions to improve office efficiency.
- Productivity Boost: Apply advanced strategies to enhance your productivity and workplace performance.
- System Integration Expertise: Gain insights into system integration meaning and how to use system integrity protection for secure and efficient office operations.

## Conclusion

This course offers a valuable opportunity for professionals to enhance their expertise in office management and secretarial work. By integrating modern techniques, participants will gain a thorough understanding of system integration solutions, duties of office managers, and strategies for risk management and project planning.

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on it. The board is white and black, and the pieces are gold and silver.

UK Training  
**PARTNER**



By completing the program, participants will be ready to excel in office manager positions, equipped with the skills to implement integrated leadership systems, improve workflows, and boost organizational productivity.

Enroll today to gain essential qualifications, achieve career growth, and make a lasting impact in the administrative and project management field!

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver, set against a background of concentric circles.

UK Training  
**PARTNER**

Head Office: +44 7480 775 526  
Email: [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)  
Website: [www.blackbird-training.com](http://www.blackbird-training.com)



## 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)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



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)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**



## Blackbird Training Cities

### 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



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



General Organization for  
Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



Authority for

UK Training  
**PARTNER**



## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
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

Artificial Intelligence (AI)  
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**

