

## Secretarial Excellence: Mastering Modern Office Skills

*Sharm El-Sheikh (Egypt)*

*16 - 20 May 2027*

UK Training

**PARTNER**



## Secretarial Excellence: Mastering Modern Office Skills

Code: SA32 From: 16 - 20 May 2027 City: Sharm El-Sheikh (Egypt) Fees: 4200 Pound

### Introduction

In today's fast-paced business environment, the secretarial role has evolved into a vital position encompassing a wide range of administrative responsibilities. The "Mini Master Secretary" course is designed to equip participants with cutting-edge secretarial skills and techniques essential for excelling in this dynamic role. By blending innovative methodologies with practical applications, this course aims to empower individuals with the latest tools and knowledge required to thrive as modern secretaries.

### Course Objectives

- Develop a comprehensive understanding of the evolving secretarial role in today's fast-paced organizational environment.
- Acquire proficiency in utilizing advanced office technologies and digital platforms to enhance administrative efficiency.
- Enhance communication and interpersonal skills to effectively engage with colleagues, clients, and stakeholders.
- Master time management techniques and organizational strategies to optimize productivity and workflow.
- Explore best practices for handling confidential information and ensuring data security in compliance with contemporary regulations.
- Cultivate problem-solving abilities and adaptability to effectively address challenges in a dynamic office setting.

### Course Outlines

#### Day 1: The Modern Executive Secretary Role

- Evolution of the secretarial profession.
- Strategic value of administrative professionals.
- Responsibilities of executive and senior secretaries.
- Building a professional image and executive presence.
- Ethical standards and workplace professionalism.

#### Day 2: Office Administration Excellence

- Advanced office administration principles.
- Managing administrative workflows.
- Designing efficient office systems.
- Document control and records management.
- Administrative quality standards.

#### Day 3: Business Communication Fundamentals

A graphic featuring the text 'UK Training PARTNER' in a bold, sans-serif font. The word 'PARTNER' is significantly larger and bolder than 'UK Training'. The text is positioned over a background of concentric circles and a chessboard pattern with several chess pieces (a king, a queen, and a pawn) visible in the foreground.

- Professional verbal communication.
- Listening and questioning techniques.
- Communication barriers and solutions.
- Internal and external stakeholder communication.
- Cross-cultural communication skills.

#### Day 4: Advanced Business Correspondence

- Executive email writing.
- Professional reports and memos.
- Formal business letters.
- Preparing meeting communications.
- Writing with clarity and impact.

#### Day 5: Digital Office Technology Mastery

- Microsoft Outlook advanced features.
- Microsoft Word productivity tools.
- Excel for administrative professionals.
- PowerPoint for executive support.
- Cloud-based collaboration platforms.

#### Day 6: Modern Digital Workplace Tools

- Google Workspace applications.
- Online scheduling platforms.
- Task management systems.
- Virtual collaboration tools.
- Artificial Intelligence tools for secretaries.

#### Day 7: Time Management & Productivity

- Personal productivity frameworks.
- Prioritization models.
- Managing multiple executives and tasks.
- Calendar optimization techniques.
- Eliminating time wasters.

#### Why Attend this Course: Wins & Losses!

- Obtain a recognized secretarial certificate that enhances your career prospects.
- Learn advanced secretarial skills that qualify you as an excellent secretary.
- Gain proficiency in using modern office technologies and managing data securely.
- Improve communication and time management skills, boosting your workplace efficiency.
- Understand the secretarial definition and its critical role in supporting administrative functions.

#### Conclusion

By the end of this course, participants will have developed advanced secretarial skills that empower them to excel

A graphic of 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 text 'UK Training' is above 'PARTNER' in a bold, black, sans-serif font.

UK Training  
**PARTNER**



in this critical role. Whether it's communication, time management, or handling confidential information and data security, participants will gain the tools and knowledge needed to thrive in any workplace.

They will also learn how to adapt to modern secretarial demands and enhance their efficiency in managing daily tasks, positioning themselves as leaders in the field of secretarial services.

A graphic of a chessboard with a black and white checkered pattern. Three chess pieces are visible: a black pawn, a silver pawn, and a gold king piece. In the background, there are concentric circles radiating from the king piece.

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 Clients

|                                                                                                                                                                                 |                                                                                                                                                        |                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>MANNAI CORPORATION</b><br>MANNAI Trading Company WLL, Qatar                             | <br><b>GAC</b><br>UNE FILIALE D' EGA<br>Alumina Corporation<br>Guinea | <br><b>Booking.com</b><br>Booking.com<br>Netherlands           | <br><b>OXFAM</b><br>Oxfam GB International Organization, Yemen   | <br><b>Capital Markets Authority</b><br>Kuwait                           |
| <br><b>Waltersmith</b><br>Waltersmith Petroman Oil Limited<br>Nigeria                          | <br><b>QNB</b><br>Qatar National Bank (QNB), Qatar                    | <br><b>Qatar Foundation</b><br>Qatar                           | <br><b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b><br>Tanzania | <br><b>KFAS</b><br>KFS<br>Kuwait                                         |
| <br><b>Reserve Bank of Malawi</b><br>Malawi                                                   | <br><b>Central Bank of Nigeria</b><br>Nigeria                        | <br><b>Ministry of Interior Kingdom of Saudi Arabia</b><br>KSA | <br><b>Mabruk Oil Company</b><br>Libya                          | <br><b>Saudi Electricity Company</b><br>KSA                             |
| <br><b>BPKH</b><br>Badan Pengelola Keuangan Haji<br>BADAN PENGELOLA KEUANGAN Haji, Indonesia | <br><b>NATO Italy</b>                                               | <br><b>ENI</b><br>ENI CORPORATE UNIVERSITY, Italy            | <br><b>GULF BANK</b><br>Gulf Bank<br>Kuwait                     | <br><b>General Organization for Social Insurance</b><br>KSA            |
| <br><b>Defence Space Administration</b><br>Nigeria                                           | <br><b>National Industries Group (Holding),</b><br>Kuwait           | <br><b>Hamad Medical Corporation</b><br>Qatar                | <br><b>USAID</b><br>Pakistan                                    | <br><b>STC</b><br>STC Solutions, KSA                                   |
| <br><b>North Oil Company</b><br>North Oil company,                                           | <br><b>EKO Electricity</b><br>EKO Electricity                       | <br><b>OMAN BROADBAND</b><br>Oman Broadband                  | <br><b>UNITED NATIONS</b><br>UN.                               | <br><b>Authority for Electricity Regulation, Oman</b><br>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)  
Sustainability, ESG & Corporate Responsibility  
Advanced 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