

Secretarial Excellence: Mastering Modern Office Skills

Cape Town (South Africa)

19 - 23 April 2027

UK Training

PARTNER



Secretarial Excellence: Mastering Modern Office Skills

Code: SA32 From: 19 - 23 April 2027 City: Cape Town (South Africa) 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

The logo for UK Training Partner features the text 'UK Training' in a small, black, sans-serif font, with the word 'PARTNER' in a large, bold, black, sans-serif font below it. The background of the logo is a stylized chessboard with several chess pieces, including a king, queen, and pawns, in a dark, metallic finish.

- 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 PARTNER' is overlaid on the board.

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 checkered pattern. Three chess pieces are visible: a silver pawn, a silver king, and a gold king. The gold king is the largest and most prominent. In the background, there are concentric circles radiating from the center of the board.

UK Training
PARTNER

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Clients

 MANNAI CORPORATION MANNAI Trading Company WLL, Qatar	 GAC UNE FILIALE D' EGA Alumina Corporation Guinea	 Booking.com Booking.com Netherlands	 OXFAM Oxfam GB International Organization, Yemen	 Capital Markets Authority Kuwait
 Waltersmith Waltersmith Petroman Oil Limited Nigeria	 QNB Qatar National Bank (QNB), Qatar	 Qatar Foundation Qatar	 AFRICAN UNION ADVISORY BOARD ON CORRUPTION Tanzania	 KFAS KFS Kuwait
 Reserve Bank of Malawi Malawi	 Central Bank of Nigeria Nigeria	 Ministry of Interior Kingdom of Saudi Arabia Ministry of Interior, KSA	 Mabruk Oil Company Libya	 Saudi Electricity Company KSA
 BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 NATO Italy	 ENI ENI CORPORATE UNIVERSITY, Italy	 GULF BANK 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 STC Solutions, KSA
 North Oil Company North Oil company,	 EKO Electricity EKO Electricity	 OMAN BROADBAND Oman Broadband	 UNITED NATIONS UN.	 Authority for Electricity Regulation, Oman 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