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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Administration and Office Management: Best Practices and Technologies

Code	City	hotel	Start	End	price	Language - Hours
AC-682SA	Riyadh	Hotel Meeting Room	2027-09-12	2027-09-16	9950 SR	En - 25

Program Objectives

By the end of the program, participants will be able to:

- Define the new roles of executive assistants and administrators.
- Use technology to get more done and to stay connected with the office and their boss.
- File, document, sort, index and retrieve corporate documents, records, and reports.
- Identify quality standards for servicing internal and external customers and appreciate the impact of office design on the overall performance.
- Demonstrate better command of the English language including the meaning and spelling of words, rules of composition, and grammar.

Who should attend?

Executives, assistants and administrators who are interested in rejuvenating their practices and skills for better performance. The program offers a challenging opportunity to enhance interpersonal communication skills, people skills, and especially English business writing skills.

Program Outline

New Roles for New Times

- The Changing Organization
- The Role of Management in The Workplace
- Optimizing Communication and Influence
- Fostering a Professional Attitude
- Producing Results from Various Activities
- Use of Technology to Get Things Done

Mastering Data Management and Office Etiquette

- Basic Modern Office Etiquette
- What Not to Do in your Cubicle
- Telephone and Email Etiquette, Skills, and Courtesy
- Records Management (Filing and Documenting Soft and Hard Copies)
- Indexing, Archiving, and Retrieving Data and Documents
- Handling Office Finances and Petty Cash

Creating a Motivating and Productive Office Environment

- Understanding Office Design as Part of Enhancing Productivity
- Feng Shui Office Design: The Art of Working (Tips and Basic Steps)
- Communicating with Employees for Better Results
- Dealing and Communicating with Different Cultures at Work

Advanced Communication Skills for Administrators

- Preparing Powerful Short Presentations
- Advanced Business Writing (Reports, Proposals, Faxes, Letters, Memos, Emails, etc.)
- Dealing with a Difficult Boss

Time and Project Management for Administrators

- Six Steps to Great Time Management
- Preparing for Meetings and Conferences

- Preparing Meeting Agendas and Minutes
- The Effective Use of MS Outlook to Manage your Time and Respect Other People's Agendas
- Event Planning and Project Management (Template)

The Impact of Technology on the Administrator's Roles and Tasks

- The Use of Smart Phones to Stay Connected and Liaise with Others
- Synchronizing your Smart Phone with your Computer for Updates
- The Use of Electronic Devices to Research, be Informed and Report on Timely Basis

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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