



MANAGEMENT IN SECRETARIAL PRACTICE

Develop essential administrative and communication skills to enhance productivity and support effective business operations.

COURSE OVERVIEW

Management in secretarial practice focuses on improving efficiency through strong communication and professional administrative support in modern office environments.

CORE SKILLS DEVELOPED

- ◆ **Organization & Time Management**
Prioritizing tasks and meeting deadlines efficiently.
- ◆ **Interpersonal Skills**
Communicating effectively with internal and external stakeholders.
- ◆ **Problem-Solving**
Managing daily office challenges and administrative tasks.

COURSE DETAILS

- **Duration** : 30 Hours
- Practical Skill-Based Training

*Build Strong Administrative Skills for a Professional Career
Enroll Today!*

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For More
Information**

KEY COMPONENTS

- ◆ **Board & Committee Support**
Planning and organizing meetings, AGMs, following up on actions, and maintaining governance standards.
- ◆ **Administrative Functions**
Handling correspondence, maintaining filing systems, managing mail, and organizing records.
- ◆ **Office Organization**
Managing office layout, seating arrangements, and office equipment.
- ◆ **Scheduling & Travel Management**
Coordinating calendars, appointments, and travel arrangements for management.
- ◆ **Communication & Liaison**
Acting as a link between management, staff, and external stakeholders.
- ◆ **Legal & Compliance**
Ensuring regulatory compliance and maintaining legal documents and procedures.
- ◆ **Technological Proficiency**
Using office software for documentation, spreadsheets, and presentations.

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