Professional Certificate in Office Management

CPD Programme (Short Course)

What is CPD?

Continuing professional development (CPD) is the intentional maintenance and development of the knowledge and skills needed to perform in a professional context. This could mean honing current skills, it could mean developing them to a new level, or it could mean learning new ones that will allow an employee's job role to expand or prepare them for potential promotion.

CPD activities can range from formal educational activities such as instructor-led training courses, workshops or seminars, to more informal approaches such as work-based learning or mentoring. CPD can also include self-directed study such as e-learning courses and structured reading.

CPD can be provided by specialist companies (e.g.commercial training providers, independent coaches), or provided internally, in particular by larger organisations.

Learning Outcomes

This course will enable participants to have crucial and in-depth knowledge that will empower them outshine as an effective manager of office at your workplace. Discover the best practices such as being an excellent coordinator in your office space, a great multi-tasker, and an outstanding communicator.

In this program, participants will also learn the importance of delivering outstanding customer service experience to see a cascading impact on the business. They will also learn the effects of stress at the workplace, and how to manage them by setting priorities that will empower you to be more energetic and productive.

London Institute of Skills Development

ELIGIBLE FOR CPD POINTS

Interested in this course?

We are more than happy to share.
Email us or give us a call.

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Program Details

Type of Training

Online / Coaching / Visual

Skill Focus Area

Entrepreneurship & Management

Duration

10 days / 40 hours

Methodology

Lecture & Case Study

Approximate number of participants

25 - 50 participants

Course Objectives

This course aims to guide candidate to become a very effective and successful Office administrator / Managing A Office. Office administrative responsibilities deal with overseeing the daily functions of various inter-disciplinary departments to have operations flow smoothly and reduce the workload from higher-level managers.

The major job responsibility of an office administrator is to guarantee the efficient functioning of all connected departments within an organization. They perform as a connecting linkage between departments and between the employees and the management. Your position and role demand from you to keep operations moving effortlessly.

Module Listings

Chapter 1
Incoming & Outgoing Communication

Chapter 2
Leadership Skills

Chapter 3
Workplace Ethics

Chapter 4
Filing Administration & Meeting Preparation Assistance

Chapter 5
Basic Data Entry

Chapter 6
Operation Coordination Office

Chapter 7
Procurement Administration

Chapter 8
Administrative Staff

Chapter 9
Effective Communication

Chapter 10
Health, Safety & Environmental Implementation