

Office Management / Secretarial Programmes

COURSE NO.	COURSE TITLE	DURATION	COURSE DATES	VENUE	OUTLINE
OM1301	Advanced Office Management and Effective Administration Skills	1 Week	19th - 23rd Jan / 20th - 24th April	Nairobi / Pretoria	Ask for a Course Outline
			6th - 10th July / 12th - 16th Oct	Mbabane / Nairobi	
OM1302	Document and Archive Management: Effective Strategies for Information Preservation	1 Week	2nd - 6th Feb / 13th - 17th April	Cape Town / Nairobi	Ask for a Course Outline
			27th - 31st July / 26th - 30th Oct	Pretoria / Mombasa	
OM1303	The Changing Roles of an Executive Assistant/Secretary; Nurturing the Best Professionalism in You	2 Weeks	16th - 27th Feb / 27th April - 8th May	Nairobi / Cape Town	Ask for a Course Outline
			17th - 28th Aug / 9th - 20th Nov	Mbabane / Kigali	
OM1304	Project Management for Executive Assistants	2 Weeks	2nd - 13th Feb / 11th - 22nd May	Pretoria / Nairobi	Ask for a Course Outline
			17th - 28th Aug / 2nd - 13th Nov	Durban / Kigali	
OM1305	Effective Minutes-Taking, Presentation and Communication Programme	1 Week	23rd - 27th Feb / 1st - 5th June	Nairobi / Pretoria	Ask for a Course Outline
			17th - 21st Aug / 9th - 13th Nov	Mombasa / Cape Town	
OM1306	Technical Report Writing	1 Week	2nd - 6th Feb / 18th - 22nd May	Nairobi / Pretoria	Ask for a Course Outline
			7th - 11th Sept / 14th - 18th Dec	Kigali / Durban	
OM1307	Office Stress Management for Improved Productivity	1 Week	9th - 13th March / 18th - 22nd May	Mombasa / Mbabane	Ask for a Course Outline
			20th - 31st July / 9th - 20th Nov	Cape Town / Nairobi	
OM1308	Office and Facilities Management	1 Week	16th - 20th Feb / 11th - 15th May	Pretoria / Nairobi	Ask for a Course Outline
			3rd - 7th Aug / 9th - 13th Nov	Kigali / Durban	
OM1309	Advanced Front Office Management	1 Week	26th - 30th Jan / 20th - 24th April	Nairobi / Pretoria	Ask for a Course Outline
			17th - 21st Aug / 19th - 23rd Oct	East London / Dar es Salaam	
OM1310	Advanced Senior Office Administration and Management	2 weeks	12th - 23rd Jan / 20th April - 1st May	Pretoria / Nairobi	Ask for a Course Outline
			13th - 24th July / 2nd - 13th Nov	Cape Town / Kigali	
OM1311	Strategic Skills for Administrative Personnel and Executive Assistants/Secretaries	1 Week	16th - 27th March / 18th - 22nd May	Nairobi / Cape Town	Ask for a Course Outline
			24th - 28th Aug / 2nd - 6th Nov	Durban / Mombasa	
OM1312	Advanced Events Planning and Management	1 Week	2nd - 6th March / 11th - 15 May	Mombasa / Cape Town	Ask for a Course Outline
			20th - 31st July / 9th - 20th Nov	Nairobi / Mbabane	
OM1313	Effective Report Writing, Presentation and Communication Skills	1 Week	9th - 13th March / 18th - 22nd May	Nairobi / Pretoria	Ask for a Course Outline
			24th - 28th Aug / 30th Nov- 4th Dec	Mombasa / Kigali	
OM1314	E-Records Management (Advanced)	1 Week	2d - 6th March / 18th - 22nd May	Dar el Salaam / Cape Town	Ask for a Course Outline
			24th - 28th Aug / 7th - 11th Dec	Nairobi / East London (SA)	
OM1315	Information Technology and Office Systems for Secretaries and Administrative Assistants	2 Weeks	2nd - 13th Feb / 1st - 12th June	Pretoria / Dar el Salaam	Ask for a Course Outline
			10th - 21st Aug / 16th - 27th Nov	Cape Town / Nairobi	
OM1316	Effective Communication Skills for Executive Assistants/ Administrators	1 Week	9th - 13th Feb / 20th - 24th April	Pretoria / Nairobi	Ask for a Course Outline
			13th - 17th July / 5th - 9th Oct	East London (SA) / Kigali	
OM1317	Effective Front-Office Management and Administration Programme	1 Week	12th - 16th Jan / 16th - 20th March	Pretoria / Nairobi	Ask for a Course Outline
			1st - 5th June / 7th - 11th Sept	Kigali / Durban	

OM1318	Advanced Business Writing Skills	1 Week	19th - 23rd Jan / 27th April - 2nd May	Nairobi / Pretoria	Ask for a Course Outline
			27th - 31st July / 16th - 20th Nov	East London (SA) / Mombasa	
OM1319	Advanced Minutes-Taking and Report Writing Skills	1 Week	26th - 30th Jan / 4th - 8th May	Cape Town / Nairobi	Ask for a Course Outline
			10th - 14th Aug / 16th - 20th Nov	Pretoria / Kigali	
OM1320	Advanced Supervisory Skills for Senior Executive/Administrative Assistants	1 Week	2nd - 6th Feb / 11th - 15th May	Nairobi / Pretoria	Ask for a Course Outline
			13th - 17th July / 28th Sept - 2nd Oct	Mombasa / Cape Town	
OM1321	Interpersonal Skills: Developing Effective Relationships	1 Week	2nd - 6th March / 25th - 29th May	Mombasa / Pretoria	Ask for a Course Outline
			17th - 21st Aug / 2nd - 6th Nov	Cape Town / Kigali	
OM1322	Finance and Accounting for Office Administrators and Secretaries	1 Week	16th - 20th Feb / 4th - 8th May	Nairobi / Cape Town	Ask for a Course Outline
			20th - 24th July / 19th - 23rd Oct	Mbabane / Dar es Salaam	
OM1323	Advanced Management Skills for Administrative Professionals	2 Weeks	16th - 27th Feb / 18th - 29th May	Dar el Salaam / Cape Town	Ask for a Course Outline
			24th Aug - 4th Sept / 9th - 20th Nov	Pretoria / Nairobi	
OM1324	Advanced Management Skills for Administrative Professionals in the Utility Regulation Sector	1 Week	23rd - 27th Feb / 20th - 24th April	Pretoria / Nairobi	Ask for a Course Outline
			6th - 10th July / 12th - 16th Oct	Nairobi / Pretoria	
OM1325	Document Control and Records Management Systems Masterclass	1 Week	23rd - 27th Feb / 20th - 24th April	Pretoria / East London	Ask for a Course Outline
			27th - 31st July / 5th - 9th Oct	Pretoria / Kigali	
OM1326	The Digital Secretary and Administrative Professional	2 Weeks	2nd - 13th Feb / 25th May - 5th June	Nairobi / Pretoria	Ask for a Course Outline
			24th Aug - 4th Sept / 9th - 20th Nov	Pretoria / Kampala	
OM1327	Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals	2 Weeks	23rd Feb - 6th March / 4th - 15th May	Mbabane / Kampala	Ask for a Course Outline
			10th - 21st Aug / 2nd - 13th Nov	Nairobi / Dar el Salaam	
OM1328	Emerging Issues: Cyber Crime, Digitalisation and Systems Management	1 Week	19th - 23rd Jan / 20th - 24th April	Nairobi / Pretoria	Ask for a Course Outline
			27th - 31st July / 2nd - 6th Nov	Pretoria / Kampala	
OM1329	Beyond Customer Service; Building a Customer Centric Organisation	1 Week	2nd - 6th Feb / 18th - 22nd May	Mbabane / Sandton	Ask for a Course Outline
			17th - 21st Aug / 26th - 30th Oct	Nairobi / Dar el Salaam	
OM1330	AI for Executive / Administrative Assistants	1 Week	23rd - 27th Feb / 4th - 8th May	Nairobi / Pretoria	Ask for a Course Outline
			24th - 28th Aug / 9th - 13th Nov	Pretoria / Kampala	
OM1331	Cloud Computing And Online Collaboration Tools For Executive / Administrative Assistants	1 Week	26th - 30th Jan / 13th - 17th April	Mbabane / Kampala	Ask for a Course Outline
			3rd - 7th Aug / 23rd - 27th Nov	Nairobi / Dar el Salaam	