



Administration and Secretarial

Place	End Date	Date Start	Course Title	Num
Marrakesh	2024-01-18	2024-01-14	Effective Administration Skills for Secretaries	104
Muscat	2024-01-18	2024-01-14	Professional Secretarial & Administration Skills	512
Sharm ElShaikh	2024-01-18	2024-01-14	Communication Skills	121
Doha	2024-01-18	2024-01-14	Administrative & Executive Secretarial Skills	122
Beirut	2024-01-18	2024-01-14	Effective Presentation Skills	265
Tunisia	2024-01-18	2024-01-14	Secretariat _ Future Office Management	693
Cairo	2024-01-25	2024-01-14	The Office Professional and Records Management Masterclass	558
Kuwait	2024-01-18	2024-01-14	Effective Office Management	402
Manama	2024-01-18	2024-01-14	The Professional Certified Office Manager Programme	258
Casablanca	2024-01-18	2024-01-14	Advanced Documents & Records Management Compliance	123
Amman	2024-01-18	2024-01-14	Advanced Office Management & Effective Management Skills	103
Riyadh	2024-01-18	2024-01-14	Internal Consultancy Skills at Work	237
Jeddah	2024-01-18	2024-01-14	The Senior Secretary Development Programme ((Professional Certificate	256
Sharm ElShaikh	2024-01-18	2024-01-14	Strategic Planning for Records and Archives Services	751
Toronto	2024-01-19	2024-01-15	E Library Management Techniques	514

Amsterdam	2024-01-19	2024-01-15	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Singapore	2024-01-19	2024-01-15	The Support Staff and Administrative Assistant	363
Istanbul	2024-01-19	2024-01-15	The Senior Administrator Program	238
Bangkok	2024-01-19	2024-01-15	Strategies for the security of documents and electronic information	506
Munich	2024-01-19	2024-01-15	Advanced Office Management & Secretarial Effective Administration Skills	686
Barcelona	2024-01-19	2024-01-15	Control and electronic archiving for Office Managers	543
Beijing	2024-01-19	2024-01-15	Executive Office Administration and Secretarial Skills	483
Vienna	2024-01-19	2024-01-15	Administration and Office Management: Best Practices and Technologies	682
Geneva	2024-01-19	2024-01-15	Document Control	604
Zurich	2024-01-19	2024-01-15	Communication & Planning Skills for Administrative Professionals	453
Trabzon	2024-01-19	2024-01-15	Critical Competencies for Administrators & Secretaries	456
Brussels	2024-01-19	2024-01-15	Archiving & Filing	418
Jakarta	2024-01-19	2024-01-15	Executive Secretariat and Office Management for Top Management	689

Berlin	2024-01-19	2024-01-15	Office Management & Effective Administration Skills	408
London	2024-01-19	2024-01-15	Efficient Administration Skills	556
Rome	2024-01-19	2024-01-15	Effective Report Writing Skills	688
Prague	2024-01-19	2024-01-15	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Marbella	2024-01-19	2024-01-15	Administration and Office Management Professional	730
Casablanca	2024-01-25	2024-01-21	Administrative & Executive Secretarial Skills	122
Marrakesh	2024-01-25	2024-01-21	Advanced Office Management & Effective Management Skills	103
Kuwait	2024-01-25	2024-01-21	The Support Staff and Administrative Assistant	363
Muscat	2024-01-25	2024-01-21	Strategies for the security of documents and electronic information	506
Cairo	2024-01-25	2024-01-21	Efficient Administration Skills	556
Jeddah	2024-01-25	2024-01-21	The Senior Administrator Program	238
Manama	2024-01-25	2024-01-21	The Senior Secretary Development Programme ((Professional Certificate	256
Sharm ElShaikh	2024-01-25	2024-01-21	Effective Administration Skills for Secretaries	104
Tunisia	2024-01-25	2024-01-21	Executive Secretariat and Office Management for Top Management	689
Doha	2024-01-25	2024-01-21	Communication Skills	121

Beirut	2024-01-25	2024-01-21	The Professional Certified Office Manager Programme	258
Riyadh	2024-01-25	2024-01-21	Advanced Documents & Records Management Compliance	123
Khobar	2024-01-25	2024-01-21	Document Control	604
Kuwait	2024-01-25	2024-01-21	Administration and Office Management Professional	730
Toronto	2024-01-26	2024-01-22	Professional Secretarial & Administration Skills	512
Prague	2024-01-26	2024-01-22	Advanced Office Management & Secretarial Effective Administration Skills	686
Bangkok	2024-01-26	2024-01-22	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Istanbul	2024-01-26	2024-01-22	Internal Consultancy Skills at Work	237
Munich	2024-01-26	2024-01-22	Administration and Office Management: Best Practices and Technologies	682
Beijing	2024-01-26	2024-01-22	Critical Competencies for Administrators & Secretaries	456
Vienna	2024-01-26	2024-01-22	Document Control	604
Marbella	2024-01-26	2024-01-22	Secretariat _ Future Office Management	693
Zurich	2024-01-26	2024-01-22	Archiving & Filing	418
Geneva	2024-02-02	2024-01-22	The Office Professional and Records Management Masterclass	558
Trabzon	2024-01-26	2024-01-22	Communication & Planning Skills for Administrative Professionals	453

Brussels	2024-01-26	2024-01-22	Office Management & Effective Administration Skills	408
Jakarta	2024-01-26	2024-01-22	Effective Report Writing Skills	688
Berlin	2024-01-26	2024-01-22	Effective Office Management	402
Amsterdam	2024-01-26	2024-01-22	Executive Office Administration and Secretarial Skills	483
London	2024-01-26	2024-01-22	Control and electronic archiving for Office Managers	543
Rome	2024-01-26	2024-01-22	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Barcelona	2024-01-26	2024-01-22	E Library Management Techniques	514
Singapore	2024-01-26	2024-01-22	Effective Presentation Skills	265
Paris	2024-01-26	2024-01-22	Administration and Office Management Professional	730
Geneva	2024-01-26	2024-01-22	Strategic Planning for Records and Archives Services	751
Cairo	2024-02-01	2024-01-28	Control and electronic archiving for Office Managers	543
Manama	2024-02-01	2024-01-28	The Senior Administrator Program	238
Casablanca	2024-02-01	2024-01-28	Communication Skills	121
Muscat	2024-02-01	2024-01-28	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504

Doha	2024-02-01	2024-01-28	Effective Administration Skills for Secretaries	104
Kuwait	2024-02-01	2024-01-28	Effective Presentation Skills	265
Beirut	2024-02-01	2024-01-28	The Senior Secretary Development Programme ((Professional Certificate	256
Riyadh	2024-02-01	2024-01-28	Administrative & Executive Secretarial Skills	122
Tunisia	2024-02-01	2024-01-28	Effective Report Writing Skills	688
Jeddah	2024-02-01	2024-01-28	Internal Consultancy Skills at Work	237
Sharm ElShaikh	2024-02-01	2024-01-28	Advanced Office Management & Effective Management Skills	103
Muscat	2024-02-01	2024-01-28	Strategic Planning for Records and Archives Services	751
Berlin	2024-02-02	2024-01-29	The Support Staff and Administrative Assistant	363
London	2024-02-02	2024-01-29	E Library Management Techniques	514
Toronto	2024-02-02	2024-01-29	Strategies for the security of documents and electronic information	506
Trabzon	2024-02-02	2024-01-29	Archiving & Filing	418
Rome	2024-02-02	2024-01-29	Advanced Office Management & Secretarial Effective Administration Skills	686
Singapore	2024-02-02	2024-01-29	The Professional Certified Office Manager Programme	258
Bangkok	2024-02-02	2024-01-29	Executive Office Administration and Secretarial Skills	483

Prague	2024-02-02	2024-01-29	Administration and Office Management: Best Practices and Technologies	682
Paris	2024-02-02	2024-01-29	Secretariat _ Future Office Management	693
Munich	2024-02-02	2024-01-29	Document Control	604
Beijing	2024-02-02	2024-01-29	Communication & Planning Skills for Administrative Professionals	453
Amsterdam	2024-02-02	2024-01-29	Critical Competencies for Administrators & Secretaries	456
Barcelona	2024-02-02	2024-01-29	Professional Secretarial & Administration Skills	512
Vienna	2024-02-09	2024-01-29	The Office Professional and Records Management Masterclass	558
Marbella	2024-02-02	2024-01-29	Executive Secretariat and Office Management for Top Management	689
Zurich	2024-02-02	2024-01-29	Office Management & Effective Administration Skills	408
Geneva	2024-02-02	2024-01-29	Efficient Administration Skills	556
Brussels	2024-02-02	2024-01-29	Effective Office Management	402
Jakarta	2024-02-02	2024-01-29	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Istanbul	2024-02-02	2024-01-29	Advanced Documents & Records Management Compliance	123
Madrid	2024-02-02	2024-01-29	Administration and Office Management Professional	730

Beirut	2024-02-08	2024-02-04	The Senior Administrator Program	238
Jeddah	2024-02-08	2024-02-04	Advanced Documents & Records Management Compliance	123
Muscat	2024-02-08	2024-02-04	Executive Office Administration and Secretarial Skills	483
Manama	2024-02-08	2024-02-04	Internal Consultancy Skills at Work	237
Cairo	2024-02-08	2024-02-04	E Library Management Techniques	514
Casablanca	2024-02-08	2024-02-04	Effective Administration Skills for Secretaries	104
Riyadh	2024-02-08	2024-02-04	Communication Skills	121
Kuwait	2024-02-08	2024-02-04	The Professional Certified Office Manager Programme	258
Tunisia	2024-02-08	2024-02-04	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Doha	2024-02-08	2024-02-04	Advanced Office Management & Effective Management Skills	103
DUBAI	2024-02-08	2024-02-04	Administration and Office Management Professional	730
Khobar	2024-02-08	2024-02-04	Archiving & Filing	418
Khobar	2024-02-08	2024-02-04	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Khobar	2024-02-08	2024-02-04	Executive Secretariat and Office Management for Top Management	689
Khobar	2024-02-15	2024-02-04	The Office Professional and Records Management Masterclass	558

Casablanca	2024-02-08	2024-02-04	Strategic Planning for Records and Archives Services	751
Brussels	2024-02-09	2024-02-05	The Support Staff and Administrative Assistant	363
Istanbul	2024-02-09	2024-02-05	Administrative & Executive Secretarial Skills	122
Paris	2024-02-09	2024-02-05	Executive Secretariat and Office Management for Top Management	689
London	2024-02-09	2024-02-05	Professional Secretarial & Administration Skills	512
Trabzon	2024-02-09	2024-02-05	Office Management & Effective Administration Skills	408
Jakarta	2024-02-09	2024-02-05	Advanced Office Management & Secretarial Effective Administration Skills	686
Toronto	2024-02-09	2024-02-05	Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries_ PAs	504
Amsterdam	2024-02-09	2024-02-05	Communication & Planning Skills for Administrative Professionals	453
Berlin	2024-02-09	2024-02-05	Effective Presentation Skills	265
Rome	2024-02-09	2024-02-05	Administration and Office Management: Best Practices and Technologies	682
Bangkok	2024-02-09	2024-02-05	Critical Competencies for Administrators & Secretaries	456
Prague	2024-02-09	2024-02-05	Document Control	604

Madrid	2024-02-09	2024-02-05	Secretariat - Future Office Management	693
Beijing	2024-02-09	2024-02-05	Archiving & Filing	418
Munich	2024-02-16	2024-02-05	The Office Professional and Records Management Masterclass	558
Vienna	2024-02-09	2024-02-05	Efficient Administration Skills	556
Marbella	2024-02-09	2024-02-05	Effective Report Writing Skills	688
Zurich	2024-02-09	2024-02-05	Effective Office Management	402
Geneva	2024-02-09	2024-02-05	Control and electronic archiving for Office Managers	543
Barcelona	2024-02-09	2024-02-05	Strategies for the security of documents and electronic information	506
Singapore	2024-02-09	2024-02-05	The Senior Secretary Development Programme (Professional Certificate	256
Istanbul	2024-02-09	2024-02-05	Strategic Planning for Records and Archives Services	751
Jeddah	2024-02-15	2024-02-11	Administrative & Executive Secretarial Skills	122
Tunisia	2024-02-15	2024-02-11	Advanced Office Management & Secretarial Effective Administration Skills	686
Riyadh	2024-02-15	2024-02-11	Effective Administration Skills for Secretaries	104
Beirut	2024-02-15	2024-02-11	Internal Consultancy Skills at Work	237

Muscat	2024-02-15	2024-02-11	Critical Competencies for Administrators & Secretaries	456
Cairo	2024-02-15	2024-02-11	Professional Secretarial & Administration Skills	512
DUBAI	2024-02-15	2024-02-11	Secretariat _ Future Office Management	693
Casablanca	2024-02-15	2024-02-11	Advanced Office Management & Effective Management Skills	103
Manama	2024-02-15	2024-02-11	Advanced Documents & Records Management Compliance	123
Kuwait	2024-02-15	2024-02-11	The Senior Secretary Development Programme ((Professional Certificate	256
Khobar	2024-02-15	2024-02-11	Office Management & Effective Administration Skills	408
Zurich	2024-02-16	2024-02-12	The Support Staff and Administrative Assistant	363
Geneva	2024-02-16	2024-02-12	E Library Management Techniques	514
Paris	2024-02-16	2024-02-12	Effective Report Writing Skills	688
Istanbul	2024-02-16	2024-02-12	Communication Skills	121
London	2024-02-16	2024-02-12	Strategies for the security of documents and electronic information	506
Amsterdam	2024-02-16	2024-02-12	Archiving & Filing	418
Singapore	2024-02-16	2024-02-12	The Senior Administrator Program	238
Toronto	2024-02-16	2024-02-12	Executive Office Administration and Secretarial Skills	483

Brussels	2024-02-16	2024-02-12	Effective Presentation Skills	265
Jakarta	2024-02-16	2024-02-12	Administration and Office Management: Best Practices and Technologies	682
Barcelona	2024-02-16	2024-02-12	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Rome	2024-02-16	2024-02-12	Document Control	604
Bangkok	2024-02-16	2024-02-12	Communication & Planning Skills for Administrative Professionals	453
Prague	2024-02-23	2024-02-12	The Office Professional and Records Management Masterclass	558
Madrid	2024-02-16	2024-02-12	Executive Secretariat and Office Management for Top Management	689
Beijing	2024-02-16	2024-02-12	Office Management & Effective Administration Skills	408
Munich	2024-02-16	2024-02-12	Efficient Administration Skills	556
Vienna	2024-02-16	2024-02-12	Control and electronic archiving for Office Managers	543
Berlin	2024-02-16	2024-02-12	The Professional Certified Office Manager Programme	258
Trabzon	2024-02-16	2024-02-12	Effective Office Management	402
Marbella	2024-02-16	2024-02-12	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Kuala Lumpur	2024-02-16	2024-02-12	Administration and Office Management Professional	730

London	2024-02-16	2024-02-12	Strategic Planning for Records and Archives Services	751
Manama	2024-02-22	2024-02-18	Administrative & Executive Secretarial Skills	122
Kuwait	2024-02-22	2024-02-18	The Senior Administrator Program	238
Tunisia	2024-02-22	2024-02-18	Administration and Office Management: Best Practices and Technologies	682
Cairo	2024-02-22	2024-02-18	Strategies for the security of documents and electronic information	506
Muscat	2024-02-22	2024-02-18	Communication & Planning Skills for Administrative Professionals	453
Jeddah	2024-02-22	2024-02-18	Communication Skills	121
DUBAI	2024-02-22	2024-02-18	Executive Secretariat and Office Management for Top Management	689
Beirut	2024-02-22	2024-02-18	Advanced Documents & Records Management Compliance	123
Riyadh	2024-02-22	2024-02-18	Advanced Office Management & Effective Management Skills	103
Amman	2024-02-22	2024-02-18	Administration and Office Management Professional	730
Marrakesh	2024-02-22	2024-02-18	Strategic Planning for Records and Archives Services	751
Singapore	2024-02-23	2024-02-19	Internal Consultancy Skills at Work	237
Vienna	2024-02-23	2024-02-19	E Library Management Techniques	514

Trabzon	2024-02-23	2024-02-19	The Support Staff and Administrative Assistant	363
Geneva	2024-02-23	2024-02-19	Professional Secretarial & Administration Skills	512
Marbella	2024-02-23	2024-02-19	Advanced Office Management & Secretarial Effective Administration Skills	686
London	2024-02-23	2024-02-19	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Zurich	2024-02-23	2024-02-19	Effective Presentation Skills	265
Amsterdam	2024-02-23	2024-02-19	Office Management & Effective Administration Skills	408
Toronto	2024-02-23	2024-02-19	Critical Competencies for Administrators & Secretaries	456
Jakarta	2024-02-23	2024-02-19	Document Control	604
Kuala Lumpur	2024-02-23	2024-02-19	Secretariat _ Future Office Management	693
Istanbul	2024-02-23	2024-02-19	Effective Administration Skills for Secretaries	104
Bangkok	2024-02-23	2024-02-19	Archiving & Filing	418
Rome	2024-03-01	2024-02-19	The Office Professional and Records Management Masterclass	558
Barcelona	2024-02-23	2024-02-19	Executive Office Administration and Secretarial Skills	483
Paris	2024-02-23	2024-02-19	Documents and Records Management Compliance: ((ISO: 15489 Standard	687

Prague	2024-02-23	2024-02-19	Efficient Administration Skills	556
Madrid	2024-02-23	2024-02-19	Effective Report Writing Skills	688
Beijing	2024-02-23	2024-02-19	Effective Office Management	402
Munich	2024-02-23	2024-02-19	Control and electronic archiving for Office Managers	543
Brussels	2024-02-23	2024-02-19	The Professional Certified Office Manager Programme	258
Berlin	2024-02-23	2024-02-19	The Senior Secretary Development Programme ((Professional Certificate	256
Jeddah	2024-02-29	2024-02-25	Effective Administration Skills for Secretaries	104
Beirut	2024-02-29	2024-02-25	Administrative & Executive Secretarial Skills	122
Manama	2024-02-29	2024-02-25	Communication Skills	121
Kuwait	2024-02-29	2024-02-25	Internal Consultancy Skills at Work	237
Cairo	2024-02-29	2024-02-25	Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries_PAs	504
Tunisia	2024-02-29	2024-02-25	Document Control	604
Amman	2024-02-29	2024-02-25	Secretariat _ Future Office Management	693
Muscat	2024-02-29	2024-02-25	Archiving & Filing	418
DUBAI	2024-02-29	2024-02-25	Effective Report Writing Skills	688
Marrakesh	2024-02-29	2024-02-25	Administration and Office Management Professional	730
Beijing	2024-03-01	2024-02-26	The Support Staff and Administrative Assistant	363

Amsterdam	2024-03-01	2024-02-26	Effective Office Management	402
Munich	2024-03-01	2024-02-26	E Library Management Techniques	514
Vienna	2024-03-01	2024-02-26	Professional Secretarial & Administration Skills	512
Berlin	2024-03-01	2024-02-26	The Senior Administrator Program	238
Geneva	2024-03-01	2024-02-26	Strategies for the security of documents and electronic information	506
Barcelona	2024-03-01	2024-02-26	Critical Competencies for Administrators & Secretaries	456
London	2024-03-01	2024-02-26	Executive Office Administration and Secretarial Skills	483
Marbella	2024-03-01	2024-02-26	Administration and Office Management: Best Practices and Technologies	682
Toronto	2024-03-01	2024-02-26	Communication & Planning Skills for Administrative Professionals	453
Jakarta	2024-03-08	2024-02-26	The Office Professional and Records Management Masterclass	558
Kuala Lumpur	2024-03-01	2024-02-26	Executive Secretariat and Office Management for Top Management	689
Bangkok	2024-03-01	2024-02-26	Office Management & Effective Administration Skills	408
Rome	2024-03-01	2024-02-26	Efficient Administration Skills	556
Trabzon	2024-03-01	2024-02-26	Effective Presentation Skills	265

Prague	2024-03-01	2024-02-26	Control and electronic archiving for Office Managers	543
Zurich	2024-03-01	2024-02-26	The Professional Certified Office Manager Programme	258
Madrid	2024-03-01	2024-02-26	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Istanbul	2024-03-01	2024-02-26	Advanced Office Management & Effective Management Skills	103
Paris	2024-03-01	2024-02-26	Advanced Office Management & Secretarial Effective Administration Skills	686
Brussels	2024-03-01	2024-02-26	The Senior Secretary Development Programme ((Professional Certificate	256
Singapore	2024-03-01	2024-02-26	Advanced Documents & Records Management Compliance	123
Marbella	2024-03-01	2024-02-26	Strategic Planning for Records and Archives Services	751
Marrakesh	2024-03-07	2024-03-03	Secretariat _ Future Office Management	693
Jeddah	2024-03-07	2024-03-03	Advanced Office Management & Effective Management Skills	103
Beirut	2024-03-07	2024-03-03	Communication Skills	121
Cairo	2024-03-07	2024-03-03	Executive Office Administration and Secretarial Skills	483
Manama	2024-03-07	2024-03-03	Effective Administration Skills for Secretaries	104

Tunisia	2024-03-14	2024-03-03	The Office Professional and Records Management Masterclass	558
Amman	2024-03-07	2024-03-03	Executive Secretariat and Office Management for Top Management	689
Muscat	2024-03-07	2024-03-03	Office Management & Effective Administration Skills	408
DUBAI	2024-03-07	2024-03-03	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Kuwait	2024-03-07	2024-03-03	Advanced Documents & Records Management Compliance	123
Sharm ElShaikh	2024-03-07	2024-03-03	Administration and Office Management Professional	730
Doha	2024-03-07	2024-03-03	Strategic Planning for Records and Archives Services	751
Prague	2024-03-08	2024-03-04	E Library Management Techniques	514
Munich	2024-03-08	2024-03-04	Professional Secretarial & Administration Skills	512
Brussels	2024-03-08	2024-03-04	The Senior Administrator Program	238
Vienna	2024-03-08	2024-03-04	Strategies for the security of documents and electronic information	506
Madrid	2024-03-08	2024-03-04	Advanced Office Management & Secretarial Effective Administration Skills	686
Geneva	2024-03-08	2024-03-04	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504

Berlin	2024-03-08	2024-03-04	Internal Consultancy Skills at Work	237
Beijing	2024-03-08	2024-03-04	Effective Presentation Skills	265
London	2024-03-08	2024-03-04	Critical Competencies for Administrators & Secretaries	456
Marbella	2024-03-08	2024-03-04	Document Control	604
Singapore	2024-03-08	2024-03-04	Administrative & Executive Secretarial Skills	122
Toronto	2024-03-08	2024-03-04	Archiving & Filing	418
Jakarta	2024-03-08	2024-03-04	Efficient Administration Skills	556
Kuala Lumpur	2024-03-08	2024-03-04	Effective Report Writing Skills	688
Paris	2024-03-08	2024-03-04	Administration and Office Management: Best Practices and Technologies	682
Bangkok	2024-03-08	2024-03-04	Effective Office Management	402
Trabzon	2024-03-08	2024-03-04	The Professional Certified Office Manager Programme	258
Amsterdam	2024-03-08	2024-03-04	The Support Staff and Administrative Assistant	363
Rome	2024-03-08	2024-03-04	Control and electronic archiving for Office Managers	543
Barcelona	2024-03-08	2024-03-04	Communication & Planning Skills for Administrative Professionals	453
Zurich	2024-03-08	2024-03-04	The Senior Secretary Development Programme ((Professional Certificate	256

Brussels	2024-03-08	2024-03-04	Strategic Planning for Records and Archives Services	751
Kuwait	2024-03-14	2024-03-10	Administrative & Executive Secretarial Skills	122
DUBAI	2024-03-14	2024-03-10	Advanced Office Management & Secretarial Effective Administration Skills	686
Sharm ElShaikh	2024-03-14	2024-03-10	Secretariat _ Future Office Management	693
Beirut	2024-03-14	2024-03-10	Effective Administration Skills for Secretaries	104
Marrakesh	2024-03-14	2024-03-10	Executive Secretariat and Office Management for Top Management	689
Cairo	2024-03-14	2024-03-10	Critical Competencies for Administrators & Secretaries	456
Tunisia	2024-03-14	2024-03-10	Efficient Administration Skills	556
Amman	2024-03-14	2024-03-10	Effective Report Writing Skills	688
Muscat	2024-03-14	2024-03-10	Effective Office Management	402
Manama	2024-03-14	2024-03-10	Advanced Office Management & Effective Management Skills	103
Doha	2024-03-14	2024-03-10	Administration and Office Management Professional	730
Amman	2024-03-14	2024-03-10	Strategic Planning for Records and Archives Services	751
Rome	2024-03-15	2024-03-11	E Library Management Techniques	514

Paris	2024-03-15	2024-03-11	Document Control	604
Barcelona	2024-03-15	2024-03-11	Archiving & Filing	418
Prague	2024-03-15	2024-03-11	Professional Secretarial & Administration Skills	512
Zurich	2024-03-15	2024-03-11	The Senior Administrator Program	238
Munich	2024-03-15	2024-03-11	Strategies for the security of documents and electronic information	506
Bangkok	2024-03-15	2024-03-11	The Support Staff and Administrative Assistant	363
Vienna	2024-03-15	2024-03-11	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Brussels	2024-03-15	2024-03-11	Internal Consultancy Skills at Work	237
Geneva	2024-03-15	2024-03-11	Executive Office Administration and Secretarial Skills	483
Madrid	2024-03-15	2024-03-11	Administration and Office Management: Best Practices and Technologies	682
London	2024-03-15	2024-03-11	Communication & Planning Skills for Administrative Professionals	453
Marbella	2024-03-22	2024-03-11	The Office Professional and Records Management Masterclass	558
Singapore	2024-03-15	2024-03-11	Communication Skills	121
Toronto	2024-03-15	2024-03-11	Office Management & Effective Administration Skills	408
Trabzon	2024-03-15	2024-03-11	The Senior Secretary Development Programme ((Professional Certificate	256

Amsterdam	2024-03-15	2024-03-11	Effective Presentation Skills	265
Jakarta	2024-03-15	2024-03-11	Control and electronic archiving for Office Managers	543
Beijing	2024-03-15	2024-03-11	The Professional Certified Office Manager Programme	258
Kuala Lumpur	2024-03-15	2024-03-11	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Berlin	2024-03-15	2024-03-11	Advanced Documents & Records Management Compliance	123
Madrid	2024-03-15	2024-03-11	Strategic Planning for Records and Archives Services	751
Kuwait	2024-03-21	2024-03-17	Communication Skills	121
Marrakesh	2024-03-21	2024-03-17	Effective Report Writing Skills	688
Muscat	2024-03-21	2024-03-17	The Support Staff and Administrative Assistant	363
DUBAI	2024-03-21	2024-03-17	Administration and Office Management: Best Practices and Technologies	682
Doha	2024-03-21	2024-03-17	Secretariat _ Future Office Management	693
Sharm ElShaikh	2024-03-21	2024-03-17	Executive Secretariat and Office Management for Top Management	689
Cairo	2024-03-21	2024-03-17	Communication & Planning Skills for Administrative Professionals	453
Tunisia	2024-03-21	2024-03-17	Control and electronic archiving for Office Managers	543

Amman	2024-03-21	2024-03-17	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Beirut	2024-03-21	2024-03-17	Advanced Office Management & Effective Management Skills	103
Casablanca	2024-03-21	2024-03-17	Administration and Office Management Professional	730
Kuwait	2024-03-21	2024-03-17	Strategic Planning for Records and Archives Services	751
Berlin	2024-03-22	2024-03-18	Administrative & Executive Secretarial Skills	122
Jakarta	2024-03-22	2024-03-18	E Library Management Techniques	514
Rome	2024-03-22	2024-03-18	Professional Secretarial & Administration Skills	512
Barcelona	2024-03-22	2024-03-18	Office Management & Effective Administration Skills	408
Prague	2024-03-22	2024-03-18	Strategies for the security of documents and electronic information	506
Kuala Lumpur	2024-03-22	2024-03-18	Advanced Office Management & Secretarial Effective Administration Skills	686
Munich	2024-03-22	2024-03-18	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Zurich	2024-03-22	2024-03-18	Internal Consultancy Skills at Work	237
Vienna	2024-03-22	2024-03-18	Executive Office Administration and Secretarial Skills	483

Bangkok	2024-03-22	2024-03-18	Effective Presentation Skills	265
Geneva	2024-03-22	2024-03-18	Critical Competencies for Administrators & Secretaries	456
Madrid	2024-03-22	2024-03-18	Document Control	604
London	2024-03-22	2024-03-18	Archiving & Filing	418
Trabzon	2024-03-22	2024-03-18	The Senior Administrator Program	238
Singapore	2024-03-22	2024-03-18	Effective Administration Skills for Secretaries	104
Marbella	2024-03-22	2024-03-18	Efficient Administration Skills	556
Toronto	2024-03-22	2024-03-18	Effective Office Management	402
Amsterdam	2024-03-22	2024-03-18	The Professional Certified Office Manager Programme	258
Paris	2024-03-29	2024-03-18	The Office Professional and Records Management Masterclass	558
Brussels	2024-03-22	2024-03-18	Advanced Documents & Records Management Compliance	123
Beijing	2024-03-22	2024-03-18	The Senior Secretary Development Programme ((Professional Certificate	256
Vienna	2024-03-22	2024-03-18	Strategic Planning for Records and Archives Services	751
Tunisia	2024-03-28	2024-03-24	E Library Management Techniques	514
Doha	2024-03-28	2024-03-24	Executive Secretariat and Office Management for Top Management	689

Amman	2024-03-28	2024-03-24	Advanced Office Management & Secretarial Effective Administration Skills	686
Muscat	2024-03-28	2024-03-24	Effective Presentation Skills	265
Marrakesh	2024-03-28	2024-03-24	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
DUBAI	2024-03-28	2024-03-24	Document Control	604
Casablanca	2024-03-28	2024-03-24	Secretariat _ Future Office Management	693
Kuwait	2024-03-28	2024-03-24	Effective Administration Skills for Secretaries	104
Sharm ElShaikh	2024-03-28	2024-03-24	Effective Report Writing Skills	688
Cairo	2024-03-28	2024-03-24	Archiving & Filing	418
Riyadh	2024-03-28	2024-03-24	Administration and Office Management Professional	730
Khobar	2024-03-28	2024-03-24	Effective Office Management	402
Brussels	2024-03-29	2024-03-25	Administrative & Executive Secretarial Skills	122
Jakarta	2024-03-29	2024-03-25	Professional Secretarial & Administration Skills	512
Beijing	2024-03-29	2024-03-25	The Senior Administrator Program	238
Berlin	2024-03-29	2024-03-25	Communication Skills	121
Rome	2024-03-29	2024-03-25	Strategies for the security of documents and electronic information	506
Prague	2024-03-29	2024-03-25	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504

Munich	2024-03-29	2024-03-25	Executive Office Administration and Secretarial Skills	483
Toronto	2024-03-29	2024-03-25	The Support Staff and Administrative Assistant	363
Kuala Lumpur	2024-03-29	2024-03-25	Administration and Office Management: Best Practices and Technologies	682
Vienna	2024-03-29	2024-03-25	Critical Competencies for Administrators & Secretaries	456
Trabzon	2024-03-29	2024-03-25	Internal Consultancy Skills at Work	237
Geneva	2024-03-29	2024-03-25	Communication & Planning Skills for Administrative Professionals	453
Amsterdam	2024-03-29	2024-03-25	The Senior Secretary Development Programme ((Professional Certificate	256
Madrid	2024-04-05	2024-03-25	The Office Professional and Records Management Masterclass	558
Singapore	2024-03-29	2024-03-25	Advanced Office Management & Effective Management Skills	103
London	2024-03-29	2024-03-25	Office Management & Effective Administration Skills	408
Marbella	2024-03-29	2024-03-25	Control and electronic archiving for Office Managers	543
Barcelona	2024-03-29	2024-03-25	Effective Office Management	402
Bangkok	2024-03-29	2024-03-25	The Professional Certified Office Manager Programme	258

Paris	2024-03-29	2024-03-25	Efficient Administration Skills	556
Zurich	2024-03-29	2024-03-25	Advanced Documents & Records Management Compliance	123
Riyadh	2024-04-04	2024-03-31	Secretariat _ Future Office Management	693
Tunisia	2024-04-04	2024-03-31	Professional Secretarial & Administration Skills	512
Doha	2024-04-04	2024-03-31	Effective Report Writing Skills	688
Marrakesh	2024-04-04	2024-03-31	Advanced Office Management & Secretarial Effective Administration Skills	686
Amman	2024-04-04	2024-03-31	Administration and Office Management: Best Practices and Technologies	682
Cairo	2024-04-04	2024-03-31	Office Management & Effective Administration Skills	408
DUBAI	2024-04-11	2024-03-31	The Office Professional and Records Management Masterclass	558
Casablanca	2024-04-04	2024-03-31	Executive Secretariat and Office Management for Top Management	689
Muscat	2024-04-04	2024-03-31	The Professional Certified Office Manager Programme	258
Sharm ElShaikh	2024-04-04	2024-03-31	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Kuwait	2024-04-04	2024-03-31	Advanced Office Management & Effective Management Skills	103

Khobar	2024-04-04	2024-03-31	Effective Administration Skills for Secretaries	104
Zurich	2024-04-05	2024-04-01	Administrative & Executive Secretarial Skills	122
Marbella	2024-04-05	2024-04-01	E Library Management Techniques	514
Brussels	2024-04-05	2024-04-01	Communication Skills	121
Jakarta	2024-04-05	2024-04-01	Strategies for the security of documents and electronic information	506
Rome	2024-04-05	2024-04-01	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Beijing	2024-04-05	2024-04-01	Internal Consultancy Skills at Work	237
Prague	2024-04-05	2024-04-01	Executive Office Administration and Secretarial Skills	483
Toronto	2024-04-05	2024-04-01	Effective Presentation Skills	265
Trabzon	2024-04-05	2024-04-01	Advanced Documents & Records Management Compliance	123
Munich	2024-04-05	2024-04-01	Critical Competencies for Administrators & Secretaries	456
Kuala Lumpur	2024-04-05	2024-04-01	Document Control	604
Vienna	2024-04-05	2024-04-01	Communication & Planning Skills for Administrative Professionals	453
Berlin	2024-04-05	2024-04-01	Effective Administration Skills for Secretaries	104
Geneva	2024-04-05	2024-04-01	Archiving & Filing	418

Amsterdam	2024-04-05	2024-04-01	The Senior Administrator Program	238
Barcelona	2024-04-05	2024-04-01	The Support Staff and Administrative Assistant	363
Madrid	2024-04-05	2024-04-01	Efficient Administration Skills	556
London	2024-04-05	2024-04-01	Effective Office Management	402
Paris	2024-04-05	2024-04-01	Control and electronic archiving for Office Managers	543
Bangkok	2024-04-05	2024-04-01	The Senior Secretary Development Programme ((Professional Certificate	256
Istanbul	2024-04-05	2024-04-01	Administration and Office Management Professional	730
Trabzon	2024-04-05	2024-04-01	Strategic Planning for Records and Archives Services	751
Riyadh	2024-04-11	2024-04-07	Executive Secretariat and Office Management for Top Management	689
Doha	2024-04-11	2024-04-07	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Cairo	2024-04-11	2024-04-07	Effective Office Management	402
Tunisia	2024-04-11	2024-04-07	Strategies for the security of documents and electronic information	506
Sharm ElShaikh	2024-04-11	2024-04-07	Advanced Office Management & Secretarial Effective Administration Skills	686
Amman	2024-04-11	2024-04-07	Document Control	604

Marrakesh	2024-04-11	2024-04-07	Administration and Office Management: Best Practices and Technologies	682
DUBAI	2024-04-11	2024-04-07	Efficient Administration Skills	556
Casablanca	2024-04-11	2024-04-07	Effective Report Writing Skills	688
Muscat	2024-04-11	2024-04-07	The Senior Secretary Development Programme ((Professional Certificate	256
Jeddah	2024-04-11	2024-04-07	Administration and Office Management Professional	730
Khobar	2024-04-11	2024-04-07	Executive Office Administration and Secretarial Skills	483
Khobar	2024-04-11	2024-04-07	Effective Report Writing Skills	688
Jeddah	2024-04-11	2024-04-07	Strategic Planning for Records and Archives Services	751
Marbella	2024-04-12	2024-04-08	Professional Secretarial & Administration Skills	512
Bangkok	2024-04-12	2024-04-08	The Senior Administrator Program	238
Zurich	2024-04-12	2024-04-08	Communication Skills	121
Jakarta	2024-04-12	2024-04-08	Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries_ PAs	504
Rome	2024-04-12	2024-04-08	Executive Office Administration and Secretarial Skills	483
Prague	2024-04-12	2024-04-08	Critical Competencies for Administrators & Secretaries	456

Trabzon	2024-04-12	2024-04-08	Administrative & Executive Secretarial Skills	122
Amsterdam	2024-04-12	2024-04-08	Internal Consultancy Skills at Work	237
Istanbul	2024-04-12	2024-04-08	Secretariat _ Future Office Management	693
Munich	2024-04-12	2024-04-08	Communication & Planning Skills for Administrative Professionals	453
Brussels	2024-04-12	2024-04-08	Effective Administration Skills for Secretaries	104
Vienna	2024-04-12	2024-04-08	Archiving & Filing	418
Kuala Lumpur	2024-04-19	2024-04-08	The Office Professional and Records Management Masterclass	558
Toronto	2024-04-12	2024-04-08	The Professional Certified Office Manager Programme	258
Barcelona	2024-04-12	2024-04-08	Effective Presentation Skills	265
Geneva	2024-04-12	2024-04-08	Office Management & Effective Administration Skills	408
London	2024-04-12	2024-04-08	The Support Staff and Administrative Assistant	363
Paris	2024-04-12	2024-04-08	E Library Management Techniques	514
Madrid	2024-04-12	2024-04-08	Control and electronic archiving for Office Managers	543
Berlin	2024-04-12	2024-04-08	Advanced Office Management & Effective Management Skills	103
Beijing	2024-04-12	2024-04-08	Advanced Documents & Records Management Compliance	123

Kuala Lumpur	2024-04-12	2024-04-08	Strategic Planning for Records and Archives Services	751
Jeddah	2024-04-18	2024-04-14	Secretariat _ Future Office Management	693
Cairo	2024-04-18	2024-04-14	The Support Staff and Administrative Assistant	363
Marrakesh	2024-04-18	2024-04-14	Document Control	604
Muscat	2024-04-18	2024-04-14	The Senior Administrator Program	238
Tunisia	2024-04-18	2024-04-14	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Sharm ElShaikh	2024-04-18	2024-04-14	Administration and Office Management: Best Practices and Technologies	682
Amman	2024-04-25	2024-04-14	The Office Professional and Records Management Masterclass	558
Doha	2024-04-18	2024-04-14	Advanced Office Management & Secretarial Effective Administration Skills	686
Riyadh	2024-04-18	2024-04-14	Effective Report Writing Skills	688
DUBAI	2024-04-18	2024-04-14	Control and electronic archiving for Office Managers	543
Casablanca	2024-04-18	2024-04-14	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Manama	2024-04-18	2024-04-14	Administration and Office Management Professional	730
Beijing	2024-04-19	2024-04-15	Administrative & Executive Secretarial Skills	122

Madrid	2024-04-19	2024-04-15	E Library Management Techniques	514
Marbella	2024-04-19	2024-04-15	Strategies for the security of documents and electronic information	506
Barcelona	2024-04-19	2024-04-15	The Professional Certified Office Manager Programme	258
Paris	2024-04-19	2024-04-15	Professional Secretarial & Administration Skills	512
Bangkok	2024-04-19	2024-04-15	Internal Consultancy Skills at Work	237
Jakarta	2024-04-19	2024-04-15	Executive Office Administration and Secretarial Skills	483
London	2024-04-19	2024-04-15	Effective Presentation Skills	265
Amsterdam	2024-04-19	2024-04-15	Advanced Documents & Records Management Compliance	123
Rome	2024-04-19	2024-04-15	Critical Competencies for Administrators & Secretaries	456
Prague	2024-04-19	2024-04-15	Communication & Planning Skills for Administrative Professionals	453
Zurich	2024-04-19	2024-04-15	Effective Administration Skills for Secretaries	104
Munich	2024-04-19	2024-04-15	Archiving & Filing	418
Istanbul	2024-04-19	2024-04-15	Executive Secretariat and Office Management for Top Management	689
Vienna	2024-04-19	2024-04-15	Office Management & Effective Administration Skills	408
Trabzon	2024-04-19	2024-04-15	Communication Skills	121

Kuala Lumpur	2024-04-19	2024-04-15	Efficient Administration Skills	556
Geneva	2024-04-19	2024-04-15	Effective Office Management	402
Brussels	2024-04-19	2024-04-15	Advanced Office Management & Effective Management Skills	103
Toronto	2024-04-19	2024-04-15	The Senior Secretary Development Programme ((Professional Certificate	256
Toronto	2024-04-19	2024-04-15	Strategic Planning for Records and Archives Services	751
Riyadh	2024-04-25	2024-04-21	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Doha	2024-04-25	2024-04-21	Administration and Office Management: Best Practices and Technologies	682
DUBAI	2024-04-25	2024-04-21	E Library Management Techniques	514
Casablanca	2024-04-25	2024-04-21	Advanced Office Management & Secretarial Effective Administration Skills	686
Muscat	2024-04-25	2024-04-21	Internal Consultancy Skills at Work	237
Jeddah	2024-04-25	2024-04-21	Executive Secretariat and Office Management for Top Management	689
Tunisia	2024-04-25	2024-04-21	Executive Office Administration and Secretarial Skills	483
Marrakesh	2024-05-02	2024-04-21	The Office Professional and Records Management Masterclass	558

Cairo	2024-04-25	2024-04-21	Effective Presentation Skills	265
Sharm ElShaikh	2024-04-25	2024-04-21	Document Control	604
Manama	2024-04-25	2024-04-21	Secretariat _ Future Office Management	693
Amman	2024-04-25	2024-04-21	Efficient Administration Skills	556
Beirut	2024-04-25	2024-04-21	Administration and Office Management Professional	730
Khobar	2024-04-25	2024-04-21	Professional Secretarial & Administration Skills	512
Madrid	2024-04-26	2024-04-22	Professional Secretarial & Administration Skills	512
Toronto	2024-04-26	2024-04-22	The Senior Administrator Program	238
Beijing	2024-04-26	2024-04-22	Communication Skills	121
Paris	2024-04-26	2024-04-22	Strategies for the security of documents and electronic information	506
Marbella	2024-04-26	2024-04-22	Organising and Behavioural Skills for Administrative Professionals _Executive Secretaries _PAs	504
Geneva	2024-04-26	2024-04-22	The Support Staff and Administrative Assistant	363
Jakarta	2024-04-26	2024-04-22	Critical Competencies for Administrators & Secretaries	456
Rome	2024-04-26	2024-04-22	Communication & Planning Skills for Administrative Professionals	453
Trabzon	2024-04-26	2024-04-22	Effective Administration Skills for Secretaries	104
Prague	2024-04-26	2024-04-22	Archiving & Filing	418

Barcelona	2024-04-26	2024-04-22	The Senior Secretary Development Programme ((Professional Certificate	256
London	2024-04-26	2024-04-22	The Professional Certified Office Manager Programme	258
Amsterdam	2024-04-26	2024-04-22	Administrative & Executive Secretarial Skills	122
Munich	2024-04-26	2024-04-22	Office Management & Effective Administration Skills	408
Istanbul	2024-04-26	2024-04-22	Effective Report Writing Skills	688
Vienna	2024-04-26	2024-04-22	Effective Office Management	402
Kuala Lumpur	2024-04-26	2024-04-22	Control and electronic archiving for Office Managers	543
Zurich	2024-04-26	2024-04-22	Advanced Office Management & Effective Management Skills	103
Bangkok	2024-04-26	2024-04-22	Advanced Documents & Records Management Compliance	123
Paris	2024-04-26	2024-04-22	Strategic Planning for Records and Archives Services	751
Marrakesh	2024-05-02	2024-04-28	Efficient Administration Skills	556
DUBAI	2024-05-02	2024-04-28	Professional Secretarial & Administration Skills	512
Cairo	2024-05-02	2024-04-28	The Professional Certified Office Manager Programme	258
Casablanca	2024-05-02	2024-04-28	Administration and Office Management: Best Practices and Technologies	682

Tunisia	2024-05-02	2024-04-28	Critical Competencies for Administrators & Secretaries	456
Beirut	2024-05-02	2024-04-28	Secretariat _ Future Office Management	693
Sharm ElShaikh	2024-05-09	2024-04-28	The Office Professional and Records Management Masterclass	558
Manama	2024-05-02	2024-04-28	Executive Secretariat and Office Management for Top Management	689
Jeddah	2024-05-02	2024-04-28	Effective Report Writing Skills	688
Riyadh	2024-05-02	2024-04-28	Advanced Office Management & Secretarial Effective Administration Skills	686
Amman	2024-05-02	2024-04-28	Control and electronic archiving for Office Managers	543
Muscat	2024-05-02	2024-04-28	Advanced Documents & Records Management Compliance	123
Doha	2024-05-02	2024-04-28	Document Control	604
Khobar	2024-05-02	2024-04-28	Advanced Documents & Records Management Compliance	123
Bangkok	2024-05-03	2024-04-29	Administrative & Executive Secretarial Skills	122
Kuala Lumpur	2024-05-03	2024-04-29	E Library Management Techniques	514
Madrid	2024-05-03	2024-04-29	Strategies for the security of documents and electronic information	506
Toronto	2024-05-03	2024-04-29	Internal Consultancy Skills at Work	237

Marbella	2024-05-03	2024-04-29	Executive Office Administration and Secretarial Skills	483
Geneva	2024-05-03	2024-04-29	Effective Presentation Skills	265
Jakarta	2024-05-03	2024-04-29	Communication & Planning Skills for Administrative Professionals	453
Vienna	2024-05-03	2024-04-29	The Support Staff and Administrative Assistant	363
Beijing	2024-05-03	2024-04-29	Effective Administration Skills for Secretaries	104
Paris	2024-05-03	2024-04-29	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Rome	2024-05-03	2024-04-29	Archiving & Filing	418
Prague	2024-05-03	2024-04-29	Office Management & Effective Administration Skills	408
Trabzon	2024-05-03	2024-04-29	Advanced Office Management & Effective Management Skills	103
Amsterdam	2024-05-03	2024-04-29	Communication Skills	121
Munich	2024-05-03	2024-04-29	Effective Office Management	402
Barcelona	2024-05-03	2024-04-29	The Senior Administrator Program	238
Istanbul	2024-05-03	2024-04-29	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
London	2024-05-03	2024-04-29	The Senior Secretary Development Programme ((Professional Certificate	256
Singapore	2024-05-03	2024-04-29	Administration and Office Management Professional	730

Amsterdam	2024-05-03	2024-04-29	Strategic Planning for Records and Archives Services	751
Riyadh	2024-05-09	2024-05-05	Administration and Office Management: Best Practices and Technologies	682
Muscat	2024-05-09	2024-05-05	Administrative & Executive Secretarial Skills	122
Amman	2024-05-09	2024-05-05	E Library Management Techniques	514
DUBAI	2024-05-09	2024-05-05	Strategies for the security of documents and electronic information	506
Casablanca	2024-05-09	2024-05-05	Document Control	604
Tunisia	2024-05-09	2024-05-05	Communication & Planning Skills for Administrative Professionals	453
Cairo	2024-05-09	2024-05-05	The Senior Secretary Development Programme ((Professional Certificate	256
Beirut	2024-05-09	2024-05-05	Executive Secretariat and Office Management for Top Management	689
Marrakesh	2024-05-09	2024-05-05	Control and electronic archiving for Office Managers	543
Doha	2024-05-16	2024-05-05	The Office Professional and Records Management Masterclass	558
Sharm ElShaikh	2024-05-09	2024-05-05	Efficient Administration Skills	556
Manama	2024-05-09	2024-05-05	Effective Report Writing Skills	688
Jeddah	2024-05-09	2024-05-05	Documents and Records Management Compliance: ((ISO: 15489 Standard	687

Kuwait	2024-05-09	2024-05-05	Administration and Office Management Professional	730
Barcelona	2024-05-10	2024-05-06	Internal Consultancy Skills at Work	237
London	2024-05-10	2024-05-06	The Senior Administrator Program	238
Kuala Lumpur	2024-05-10	2024-05-06	Professional Secretarial & Administration Skills	512
Bangkok	2024-05-10	2024-05-06	Communication Skills	121
Istanbul	2024-05-10	2024-05-06	Advanced Office Management & Secretarial Effective Administration Skills	686
Madrid	2024-05-10	2024-05-06	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Vienna	2024-05-10	2024-05-06	Effective Presentation Skills	265
Marbella	2024-05-10	2024-05-06	Critical Competencies for Administrators & Secretaries	456
Amsterdam	2024-05-10	2024-05-06	Effective Administration Skills for Secretaries	104
Paris	2024-05-10	2024-05-06	Executive Office Administration and Secretarial Skills	483
Jakarta	2024-05-10	2024-05-06	Archiving & Filing	418
Geneva	2024-05-10	2024-05-06	The Professional Certified Office Manager Programme	258
Rome	2024-05-10	2024-05-06	Office Management & Effective Administration Skills	408
Prague	2024-05-10	2024-05-06	Effective Office Management	402

Singapore	2024-05-10	2024-05-06	Secretariat _ Future Office Management	693
Munich	2024-05-10	2024-05-06	The Support Staff and Administrative Assistant	363
Beijing	2024-05-10	2024-05-06	Advanced Office Management & Effective Management Skills	103
Toronto	2024-05-10	2024-05-06	Advanced Documents & Records Management Compliance	123
Bangkok	2024-05-10	2024-05-06	Strategic Planning for Records and Archives Services	751
Marrakesh	2024-05-16	2024-05-12	E Library Management Techniques	514
Doha	2024-05-16	2024-05-12	Efficient Administration Skills	556
Amman	2024-05-16	2024-05-12	Professional Secretarial & Administration Skills	512
Muscat	2024-05-16	2024-05-12	Communication Skills	121
Jeddah	2024-05-16	2024-05-12	Advanced Office Management & Secretarial Effective Administration Skills	686
Riyadh	2024-05-16	2024-05-12	Document Control	604
DUBAI	2024-05-16	2024-05-12	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Kuwait	2024-05-16	2024-05-12	Secretariat _ Future Office Management	693
Casablanca	2024-05-23	2024-05-12	The Office Professional and Records Management Masterclass	558
Tunisia	2024-05-16	2024-05-12	Archiving & Filing	418

Cairo	2024-05-16	2024-05-12	The Senior Administrator Program	238
Beirut	2024-05-16	2024-05-12	Effective Report Writing Skills	688
Sharm ElShaikh	2024-05-16	2024-05-12	Control and electronic archiving for Office Managers	543
Manama	2024-05-16	2024-05-12	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
DUBAI	2024-05-16	2024-05-12	Administration and Office Management Professional	730
Singapore	2024-05-17	2024-05-13	Executive Secretariat and Office Management for Top Management	689
Toronto	2024-05-17	2024-05-13	Administrative & Executive Secretarial Skills	122
Kuala Lumpur	2024-05-17	2024-05-13	Strategies for the security of documents and electronic information	506
London	2024-05-17	2024-05-13	Internal Consultancy Skills at Work	237
Munich	2024-05-17	2024-05-13	Effective Presentation Skills	265
Madrid	2024-05-17	2024-05-13	Executive Office Administration and Secretarial Skills	483
Istanbul	2024-05-17	2024-05-13	Administration and Office Management: Best Practices and Technologies	682
Marbella	2024-05-17	2024-05-13	Communication & Planning Skills for Administrative Professionals	453
Bangkok	2024-05-17	2024-05-13	Effective Administration Skills for Secretaries	104

Vienna	2024-05-17	2024-05-13	The Professional Certified Office Manager Programme	258
Jakarta	2024-05-17	2024-05-13	Office Management & Effective Administration Skills	408
Barcelona	2024-05-17	2024-05-13	Advanced Documents & Records Management Compliance	123
Amsterdam	2024-05-17	2024-05-13	Advanced Office Management & Effective Management Skills	103
Rome	2024-05-17	2024-05-13	Effective Office Management	402
Paris	2024-05-17	2024-05-13	Critical Competencies for Administrators & Secretaries	456
Prague	2024-05-17	2024-05-13	The Support Staff and Administrative Assistant	363
Geneva	2024-05-17	2024-05-13	The Senior Secretary Development Programme ((Professional Certificate	256
Doha	2024-05-23	2024-05-19	Control and electronic archiving for Office Managers	543
Sharm ElShaikh	2024-05-23	2024-05-19	E Library Management Techniques	514
Amman	2024-05-23	2024-05-19	Strategies for the security of documents and electronic information	506
Manama	2024-05-23	2024-05-19	Advanced Office Management & Secretarial Effective Administration Skills	686
Cairo	2024-05-23	2024-05-19	Internal Consultancy Skills at Work	237

DUBAI	2024-05-23	2024-05-19	Executive Office Administration and Secretarial Skills	483
Marrakesh	2024-05-23	2024-05-19	Professional Secretarial & Administration Skills	512
Riyadh	2024-05-30	2024-05-19	The Office Professional and Records Management Masterclass	558
DUBAI	2024-05-23	2024-05-19	Secretariat _ Future Office Management	693
Muscat	2024-05-23	2024-05-19	Effective Administration Skills for Secretaries	104
Jeddah	2024-05-23	2024-05-19	Administration and Office Management: Best Practices and Technologies	682
Kuwait	2024-05-23	2024-05-19	Executive Secretariat and Office Management for Top Management	689
Tunisia	2024-05-23	2024-05-19	Office Management & Effective Administration Skills	408
Casablanca	2024-05-23	2024-05-19	Efficient Administration Skills	556
Beirut	2024-05-23	2024-05-19	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Geneva	2024-05-24	2024-05-20	The Senior Administrator Program	238
Toronto	2024-05-24	2024-05-20	Communication Skills	121
Kuala Lumpur	2024-05-24	2024-05-20	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Prague	2024-05-24	2024-05-20	Effective Presentation Skills	265

Madrid	2024-05-24	2024-05-20	Critical Competencies for Administrators & Secretaries	456
Istanbul	2024-05-24	2024-05-20	Document Control	604
Singapore	2024-05-24	2024-05-20	Effective Report Writing Skills	688
Marbella	2024-05-24	2024-05-20	Archiving & Filing	418
Munich	2024-05-24	2024-05-20	The Professional Certified Office Manager Programme	258
Paris	2024-05-24	2024-05-20	Communication & Planning Skills for Administrative Professionals	453
Barcelona	2024-05-24	2024-05-20	Administrative & Executive Secretarial Skills	122
Jakarta	2024-05-24	2024-05-20	Effective Office Management	402
Bangkok	2024-05-24	2024-05-20	Advanced Office Management & Effective Management Skills	103
Rome	2024-05-24	2024-05-20	The Support Staff and Administrative Assistant	363
London	2024-05-24	2024-05-20	Advanced Documents & Records Management Compliance	123
Vienna	2024-05-24	2024-05-20	The Senior Secretary Development Programme ((Professional Certificate	256
Kuala Lumpur	2024-05-24	2024-05-20	Administration and Office Management Professional	730
Marrakesh	2024-05-30	2024-05-26	Strategies for the security of documents and electronic information	506
Riyadh	2024-05-30	2024-05-26	Efficient Administration Skills	556

Sharm ElShaikh	2024-05-30	2024-05-26	Professional Secretarial & Administration Skills	512
Beirut	2024-05-30	2024-05-26	Advanced Office Management & Secretarial Effective Administration Skills	686
Amman	2024-05-30	2024-05-26	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Manama	2024-05-30	2024-05-26	Administration and Office Management: Best Practices and Technologies	682
DUBAI	2024-05-30	2024-05-26	Critical Competencies for Administrators & Secretaries	456
Jeddah	2024-05-30	2024-05-26	Document Control	604
Cairo	2024-05-30	2024-05-26	Advanced Documents & Records Management Compliance	123
DUBAI	2024-05-30	2024-05-26	Executive Secretariat and Office Management for Top Management	689
Kuwait	2024-05-30	2024-05-26	Effective Report Writing Skills	688
Tunisia	2024-05-30	2024-05-26	Effective Office Management	402
Doha	2024-05-30	2024-05-26	E Library Management Techniques	514
Casablanca	2024-05-30	2024-05-26	Control and electronic archiving for Office Managers	543

Muscat	2024-05-30	2024-05-26	Advanced Office Management & Effective Management Skills	103
Amman	2024-05-30	2024-05-26	Administration and Office Management Professional	730
Singapore	2024-05-31	2024-05-27	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
London	2024-05-31	2024-05-27	Administrative & Executive Secretarial Skills	122
Vienna	2024-05-31	2024-05-27	The Senior Administrator Program	238
Paris	2024-05-31	2024-05-27	Archiving & Filing	418
Geneva	2024-05-31	2024-05-27	Internal Consultancy Skills at Work	237
Rome	2024-05-31	2024-05-27	Effective Presentation Skills	265
Kuala Lumpur	2024-05-31	2024-05-27	Executive Office Administration and Secretarial Skills	483
Kuala Lumpur	2024-05-31	2024-05-27	Secretariat _ Future Office Management	693
Madrid	2024-05-31	2024-05-27	Communication & Planning Skills for Administrative Professionals	453
Toronto	2024-05-31	2024-05-27	Effective Administration Skills for Secretaries	104
Istanbul	2024-06-07	2024-05-27	The Office Professional and Records Management Masterclass	558
Prague	2024-05-31	2024-05-27	The Professional Certified Office Manager Programme	258

Marbella	2024-05-31	2024-05-27	Office Management & Effective Administration Skills	408
Jakarta	2024-05-31	2024-05-27	The Support Staff and Administrative Assistant	363
Barcelona	2024-05-31	2024-05-27	Communication Skills	121
Munich	2024-05-31	2024-05-27	The Senior Secretary Development Programme ((Professional Certificate	256
Riyadh	2024-06-06	2024-06-02	Control and electronic archiving for Office Managers	543
Casablanca	2024-06-06	2024-06-02	E Library Management Techniques	514
DUBAI	2024-06-06	2024-06-02	Communication Skills	121
Sharm ElShaikh	2024-06-06	2024-06-02	Strategies for the security of documents and electronic information	506
Amman	2024-06-06	2024-06-02	Executive Office Administration and Secretarial Skills	483
Beirut	2024-06-06	2024-06-02	Administration and Office Management: Best Practices and Technologies	682
Manama	2024-06-06	2024-06-02	Document Control	604
Amman	2024-06-06	2024-06-02	Secretariat _ Future Office Management	693
DUBAI	2024-06-06	2024-06-02	Communication & Planning Skills for Administrative Professionals	453
Doha	2024-06-06	2024-06-02	Professional Secretarial & Administration Skills	512
Marrakesh	2024-06-06	2024-06-02	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504

Jeddah	2024-06-13	2024-06-02	The Office Professional and Records Management Masterclass	558
DUBAI	2024-06-06	2024-06-02	Effective Report Writing Skills	688
Kuwait	2024-06-06	2024-06-02	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Tunisia	2024-06-06	2024-06-02	The Support Staff and Administrative Assistant	363
Cairo	2024-06-06	2024-06-02	Administrative & Executive Secretarial Skills	122
Marrakesh	2024-06-06	2024-06-02	Administration and Office Management Professional	730
Barcelona	2024-06-07	2024-06-03	Effective Administration Skills for Secretaries	104
Munich	2024-06-07	2024-06-03	The Senior Administrator Program	238
Paris	2024-06-07	2024-06-03	Office Management & Effective Administration Skills	408
Singapore	2024-06-07	2024-06-03	Advanced Office Management & Secretarial Effective Administration Skills	686
Jakarta	2024-06-07	2024-06-03	Effective Presentation Skills	265
Vienna	2024-06-07	2024-06-03	Internal Consultancy Skills at Work	237
Kuala Lumpur	2024-06-07	2024-06-03	Critical Competencies for Administrators & Secretaries	456
Madrid	2024-06-07	2024-06-03	Archiving & Filing	418
Rome	2024-06-07	2024-06-03	The Professional Certified Office Manager Programme	258

Kuala Lumpur	2024-06-07	2024-06-03	Executive Secretariat and Office Management for Top Management	689
Istanbul	2024-06-07	2024-06-03	Efficient Administration Skills	556
Marbella	2024-06-07	2024-06-03	Effective Office Management	402
Toronto	2024-06-07	2024-06-03	Advanced Office Management & Effective Management Skills	103
Geneva	2024-06-07	2024-06-03	Advanced Documents & Records Management Compliance	123
Prague	2024-06-07	2024-06-03	The Senior Secretary Development Programme ((Professional Certificate	256
Casablanca	2024-06-13	2024-06-09	Professional Secretarial & Administration Skills	512
Riyadh	2024-06-13	2024-06-09	E Library Management Techniques	514
Kuwait	2024-06-13	2024-06-09	Advanced Office Management & Secretarial Effective Administration Skills	686
Sharm ElShaikh	2024-06-13	2024-06-09	Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries_ PAs	504
Tunisia	2024-06-13	2024-06-09	Effective Presentation Skills	265
Amman	2024-06-13	2024-06-09	Critical Competencies for Administrators & Secretaries	456
Beirut	2024-06-13	2024-06-09	Document Control	604
Marrakesh	2024-06-13	2024-06-09	Secretariat _ Future Office Management	693

Jeddah	2024-06-13	2024-06-09	Efficient Administration Skills	556
Doha	2024-06-13	2024-06-09	Strategies for the security of documents and electronic information	506
Manama	2024-06-20	2024-06-09	The Office Professional and Records Management Masterclass	558
DUBAI	2024-06-13	2024-06-09	Archiving & Filing	418
Amman	2024-06-13	2024-06-09	Executive Secretariat and Office Management for Top Management	689
Marrakesh	2024-06-13	2024-06-09	Executive Office Administration and Secretarial Skills	483
Cairo	2024-06-13	2024-06-09	Communication Skills	121
DUBAI	2024-06-13	2024-06-09	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Sharm ElShaikh	2024-06-13	2024-06-09	Administration and Office Management Professional	730
Singapore	2024-06-14	2024-06-10	Administration and Office Management: Best Practices and Technologies	682
Geneva	2024-06-14	2024-06-10	Administrative & Executive Secretarial Skills	122
Barcelona	2024-06-14	2024-06-10	Advanced Office Management & Effective Management Skills	103
Prague	2024-06-14	2024-06-10	The Senior Administrator Program	238
Munich	2024-06-14	2024-06-10	Internal Consultancy Skills at Work	237
Paris	2024-06-14	2024-06-10	Effective Office Management	402

Kuala Lumpur	2024-06-14	2024-06-10	Communication & Planning Skills for Administrative Professionals	453
London	2024-06-14	2024-06-10	Effective Administration Skills for Secretaries	104
Jakarta	2024-06-14	2024-06-10	The Professional Certified Office Manager Programme	258
Madrid	2024-06-14	2024-06-10	Office Management & Effective Administration Skills	408
Kuala Lumpur	2024-06-14	2024-06-10	Effective Report Writing Skills	688
Istanbul	2024-06-14	2024-06-10	Control and electronic archiving for Office Managers	543
Marbella	2024-06-14	2024-06-10	The Support Staff and Administrative Assistant	363
Vienna	2024-06-14	2024-06-10	Advanced Documents & Records Management Compliance	123
Rome	2024-06-14	2024-06-10	The Senior Secretary Development Programme ((Professional Certificate	256
Casablanca	2024-06-20	2024-06-16	Strategies for the security of documents and electronic information	506
Doha	2024-06-20	2024-06-16	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
DUBAI	2024-06-20	2024-06-16	Advanced Office Management & Secretarial Effective Administration Skills	686
Sharm ElShaikh	2024-06-20	2024-06-16	Executive Office Administration and Secretarial Skills	483

Kuwait	2024-06-20	2024-06-16	Administration and Office Management: Best Practices and Technologies	682
Riyadh	2024-06-20	2024-06-16	Professional Secretarial & Administration Skills	512
Cairo	2024-06-20	2024-06-16	Effective Administration Skills for Secretaries	104
Sharm ElShaikh	2024-06-20	2024-06-16	Secretariat _ Future Office Management	693
Amman	2024-06-20	2024-06-16	Communication & Planning Skills for Administrative Professionals	453
Beirut	2024-06-27	2024-06-16	The Office Professional and Records Management Masterclass	558
Tunisia	2024-06-20	2024-06-16	The Professional Certified Office Manager Programme	258
Marrakesh	2024-06-20	2024-06-16	Executive Secretariat and Office Management for Top Management	689
DUBAI	2024-06-20	2024-06-16	Office Management & Effective Administration Skills	408
Manama	2024-06-20	2024-06-16	Efficient Administration Skills	556
Amman	2024-06-20	2024-06-16	Effective Report Writing Skills	688
Jeddah	2024-06-20	2024-06-16	Control and electronic archiving for Office Managers	543
Marrakesh	2024-06-20	2024-06-16	Critical Competencies for Administrators & Secretaries	456
Doha	2024-06-20	2024-06-16	Administration and Office Management Professional	730

Khobar	2024-06-20	2024-06-16	Strategies for the security of documents and electronic information	506
Vienna	2024-06-21	2024-06-17	Administrative & Executive Secretarial Skills	122
Istanbul	2024-06-21	2024-06-17	E Library Management Techniques	514
Rome	2024-06-21	2024-06-17	The Senior Administrator Program	238
Geneva	2024-06-21	2024-06-17	Communication Skills	121
Paris	2024-06-21	2024-06-17	The Support Staff and Administrative Assistant	363
Singapore	2024-06-21	2024-06-17	Document Control	604
Marbella	2024-06-21	2024-06-17	Effective Presentation Skills	265
Prague	2024-06-21	2024-06-17	Internal Consultancy Skills at Work	237
Kuala Lumpur	2024-06-21	2024-06-17	Archiving & Filing	418
Madrid	2024-06-21	2024-06-17	Effective Office Management	402
London	2024-06-21	2024-06-17	Advanced Office Management & Effective Management Skills	103
Kuala Lumpur	2024-06-21	2024-06-17	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Munich	2024-06-21	2024-06-17	Advanced Documents & Records Management Compliance	123
Jakarta	2024-06-21	2024-06-17	The Senior Secretary Development Programme ((Professional Certificate	256
Marrakesh	2024-06-27	2024-06-23	Communication & Planning Skills for Administrative Professionals	453

Doha	2024-06-27	2024-06-23	Executive Office Administration and Secretarial Skills	483
Riyadh	2024-06-27	2024-06-23	Strategies for the security of documents and electronic information	506
Casablanca	2024-06-27	2024-06-23	Organising and Behavioural Skills for Administrative Professionals _Executive Secretaries _ PAs	504
DUBAI	2024-06-27	2024-06-23	Administration and Office Management: Best Practices and Technologies	682
Sharm ElShaikh	2024-06-27	2024-06-23	Critical Competencies for Administrators & Secretaries	456
Kuwait	2024-06-27	2024-06-23	Document Control	604
Cairo	2024-06-27	2024-06-23	Advanced Office Management & Effective Management Skills	103
Amman	2024-06-27	2024-06-23	Archiving & Filing	418
Sharm ElShaikh	2024-06-27	2024-06-23	Executive Secretariat and Office Management for Top Management	689
Marrakesh	2024-06-27	2024-06-23	Effective Report Writing Skills	688
Beirut	2024-06-27	2024-06-23	Efficient Administration Skills	556
Doha	2024-06-27	2024-06-23	Secretariat _ Future Office Management	693
DUBAI	2024-06-27	2024-06-23	Effective Office Management	402
Jeddah	2024-06-27	2024-06-23	E Library Management Techniques	514

Manama	2024-06-27	2024-06-23	Control and electronic archiving for Office Managers	543
Amman	2024-06-27	2024-06-23	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Tunisia	2024-06-27	2024-06-23	The Senior Secretary Development Programme ((Professional Certificate	256
Casablanca	2024-06-27	2024-06-23	Administration and Office Management Professional	730
Munich	2024-06-28	2024-06-24	Administrative & Executive Secretarial Skills	122
Jakarta	2024-06-28	2024-06-24	The Senior Administrator Program	238
Istanbul	2024-06-28	2024-06-24	Professional Secretarial & Administration Skills	512
Vienna	2024-06-28	2024-06-24	Communication Skills	121
Kuala Lumpur	2024-06-28	2024-06-24	Advanced Office Management & Secretarial Effective Administration Skills	686
Rome	2024-06-28	2024-06-24	Internal Consultancy Skills at Work	237
Paris	2024-06-28	2024-06-24	Effective Presentation Skills	265
Singapore	2024-07-05	2024-06-24	The Office Professional and Records Management Masterclass	558
Geneva	2024-06-28	2024-06-24	Effective Administration Skills for Secretaries	104
Marbella	2024-06-28	2024-06-24	The Professional Certified Office Manager Programme	258
Kuala Lumpur	2024-06-28	2024-06-24	Office Management & Effective Administration Skills	408

Prague	2024-06-28	2024-06-24	Advanced Documents & Records Management Compliance	123
Madrid	2024-06-28	2024-06-24	The Support Staff and Administrative Assistant	363
Jeddah	2024-07-04	2024-06-30	Professional Secretarial & Administration Skills	512
Manama	2024-07-04	2024-06-30	E Library Management Techniques	514
Tunisia	2024-07-04	2024-06-30	The Senior Administrator Program	238
Riyadh	2024-07-04	2024-06-30	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Amman	2024-07-04	2024-06-30	Advanced Office Management & Secretarial Effective Administration Skills	686
Marrakesh	2024-07-04	2024-06-30	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Marrakesh	2024-07-04	2024-06-30	Archiving & Filing	418
Casablanca	2024-07-04	2024-06-30	Executive Office Administration and Secretarial Skills	483
DUBAI	2024-07-04	2024-06-30	Document Control	604
Casablanca	2024-07-04	2024-06-30	Secretariat _ Future Office Management	693
Sharm ElShaikh	2024-07-04	2024-06-30	Communication & Planning Skills for Administrative Professionals	453
Doha	2024-07-04	2024-06-30	Executive Secretariat and Office Management for Top Management	689

Kuwait	2024-07-11	2024-06-30	The Office Professional and Records Management Masterclass	558
Amman	2024-07-04	2024-06-30	Office Management & Effective Administration Skills	408
Sharm ElShaikh	2024-07-04	2024-06-30	Effective Report Writing Skills	688
Beirut	2024-07-04	2024-06-30	Control and electronic archiving for Office Managers	543
DUBAI	2024-07-04	2024-06-30	The Support Staff and Administrative Assistant	363
Doha	2024-07-04	2024-06-30	Critical Competencies for Administrators & Secretaries	456
Riyadh	2024-07-04	2024-06-30	Administration and Office Management Professional	730
Prague	2024-07-05	2024-07-01	Administrative & Executive Secretarial Skills	122
Singapore	2024-07-05	2024-07-01	Efficient Administration Skills	556
Munich	2024-07-05	2024-07-01	Communication Skills	121
Istanbul	2024-07-05	2024-07-01	Strategies for the security of documents and electronic information	506
Madrid	2024-07-05	2024-07-01	Effective Presentation Skills	265
Jakarta	2024-07-05	2024-07-01	Internal Consultancy Skills at Work	237
Kuala Lumpur	2024-07-05	2024-07-01	Administration and Office Management: Best Practices and Technologies	682
Vienna	2024-07-05	2024-07-01	Effective Administration Skills for Secretaries	104

Paris	2024-07-05	2024-07-01	The Professional Certified Office Manager Programme	258
Kuala Lumpur	2024-07-05	2024-07-01	Effective Office Management	402
Rome	2024-07-05	2024-07-01	Advanced Documents & Records Management Compliance	123
Geneva	2024-07-05	2024-07-01	Advanced Office Management & Effective Management Skills	103
Marbella	2024-07-05	2024-07-01	The Senior Secretary Development Programme ((Professional Certificate	256
Marrakesh	2024-07-11	2024-07-07	Office Management & Effective Administration Skills	408
Riyadh	2024-07-11	2024-07-07	Secretariat _ Future Office Management	693
Doha	2024-07-11	2024-07-07	Effective Report Writing Skills	688
Beirut	2024-07-11	2024-07-07	E Library Management Techniques	514
Manama	2024-07-11	2024-07-07	Professional Secretarial & Administration Skills	512
Jeddah	2024-07-11	2024-07-07	Strategies for the security of documents and electronic information	506
Marrakesh	2024-07-11	2024-07-07	Advanced Office Management & Secretarial Effective Administration Skills	686
DUBAI	2024-07-11	2024-07-07	Effective Presentation Skills	265
Tunisia	2024-07-11	2024-07-07	Internal Consultancy Skills at Work	237

Doha	2024-07-11	2024-07-07	Communication & Planning Skills for Administrative Professionals	453
Amman	2024-07-11	2024-07-07	Administration and Office Management: Best Practices and Technologies	682
Casablanca	2024-07-11	2024-07-07	Critical Competencies for Administrators & Secretaries	456
DUBAI	2024-07-18	2024-07-07	The Office Professional and Records Management Masterclass	558
Sharm ElShaikh	2024-07-11	2024-07-07	Archiving & Filing	418
Casablanca	2024-07-11	2024-07-07	Executive Secretariat and Office Management for Top Management	689
Riyadh	2024-07-11	2024-07-07	Executive Office Administration and Secretarial Skills	483
Kuwait	2024-07-11	2024-07-07	Efficient Administration Skills	556
Amman	2024-07-11	2024-07-07	Effective Office Management	402
Sharm ElShaikh	2024-07-11	2024-07-07	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Singapore	2024-07-12	2024-07-08	Control and electronic archiving for Office Managers	543
Rome	2024-07-12	2024-07-08	Administrative & Executive Secretarial Skills	122
Marbella	2024-07-12	2024-07-08	The Senior Administrator Program	238
Prague	2024-07-12	2024-07-08	Communication Skills	121

Istanbul	2024-07-12	2024-07-08	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Kuala Lumpur	2024-07-12	2024-07-08	Document Control	604
Munich	2024-07-12	2024-07-08	Effective Administration Skills for Secretaries	104
Madrid	2024-07-12	2024-07-08	The Professional Certified Office Manager Programme	258
Jakarta	2024-07-12	2024-07-08	Advanced Documents & Records Management Compliance	123
Vienna	2024-07-12	2024-07-08	Advanced Office Management & Effective Management Skills	103
Paris	2024-07-12	2024-07-08	The Senior Secretary Development Programme ((Professional Certificate	256
Kuala Lumpur	2024-07-12	2024-07-08	The Support Staff and Administrative Assistant	363
Istanbul	2024-07-12	2024-07-08	Administration and Office Management Professional	730
Doha	2024-07-18	2024-07-14	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Beirut	2024-07-18	2024-07-14	Professional Secretarial & Administration Skills	512
Marrakesh	2024-07-18	2024-07-14	Effective Office Management	402
Manama	2024-07-18	2024-07-14	Strategies for the security of documents and electronic information	506
Sharm ElShaikh	2024-07-18	2024-07-14	Advanced Office Management & Secretarial Effective Administration Skills	686

Riyadh	2024-07-18	2024-07-14	Executive Secretariat and Office Management for Top Management	689
Amman	2024-07-18	2024-07-14	Document Control	604
Casablanca	2024-07-18	2024-07-14	Communication & Planning Skills for Administrative Professionals	453
DUBAI	2024-07-18	2024-07-14	The Professional Certified Office Manager Programme	258
Marrakesh	2024-07-18	2024-07-14	Administration and Office Management: Best Practices and Technologies	682
Jeddah	2024-07-18	2024-07-14	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Sharm ElShaikh	2024-07-18	2024-07-14	Office Management & Effective Administration Skills	408
DUBAI	2024-07-18	2024-07-14	Efficient Administration Skills	556
Casablanca	2024-07-18	2024-07-14	Effective Report Writing Skills	688
Tunisia	2024-07-18	2024-07-14	Advanced Documents & Records Management Compliance	123
Kuwait	2024-07-18	2024-07-14	Control and electronic archiving for Office Managers	543
Amman	2024-07-18	2024-07-14	The Support Staff and Administrative Assistant	363
Doha	2024-07-18	2024-07-14	Archiving & Filing	418
Riyadh	2024-07-18	2024-07-14	Critical Competencies for Administrators & Secretaries	456

Cairo	2024-07-18	2024-07-14	Administration and Office Management Professional	730
Rome	2024-07-19	2024-07-15	Communication Skills	121
Kuala Lumpur	2024-07-19	2024-07-15	Effective Presentation Skills	265
Marbella	2024-07-19	2024-07-15	Internal Consultancy Skills at Work	237
Istanbul	2024-07-19	2024-07-15	Executive Office Administration and Secretarial Skills	483
Paris	2024-07-19	2024-07-15	The Senior Administrator Program	238
Istanbul	2024-07-19	2024-07-15	Secretariat _ Future Office Management	693
Prague	2024-07-19	2024-07-15	Effective Administration Skills for Secretaries	104
Kuala Lumpur	2024-07-26	2024-07-15	The Office Professional and Records Management Masterclass	558
Jakarta	2024-07-19	2024-07-15	Administrative & Executive Secretarial Skills	122
Munich	2024-07-19	2024-07-15	Advanced Office Management & Effective Management Skills	103
Madrid	2024-07-19	2024-07-15	The Senior Secretary Development Programme ((Professional Certificate	256
Singapore	2024-07-19	2024-07-15	E Library Management Techniques	514
Riyadh	2024-07-25	2024-07-21	Effective Report Writing Skills	688
Kuwait	2024-07-25	2024-07-21	E Library Management Techniques	514

Doha	2024-07-25	2024-07-21	Advanced Office Management & Secretarial Effective Administration Skills	686
Tunisia	2024-07-25	2024-07-21	Administrative & Executive Secretarial Skills	122
Marrakesh	2024-07-25	2024-07-21	The Support Staff and Administrative Assistant	363
Beirut	2024-07-25	2024-07-21	Strategies for the security of documents and electronic information	506
Manama	2024-07-25	2024-07-21	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Amman	2024-07-25	2024-07-21	Effective Presentation Skills	265
Doha	2024-07-25	2024-07-21	Office Management & Effective Administration Skills	408
Sharm ElShaikh	2024-07-25	2024-07-21	Administration and Office Management: Best Practices and Technologies	682
Riyadh	2024-07-25	2024-07-21	Communication & Planning Skills for Administrative Professionals	453
Amman	2024-08-01	2024-07-21	The Office Professional and Records Management Masterclass	558
Casablanca	2024-07-25	2024-07-21	Archiving & Filing	418
Jeddah	2024-07-25	2024-07-21	Executive Office Administration and Secretarial Skills	483
Sharm ElShaikh	2024-07-25	2024-07-21	Effective Office Management	402

DUBAI	2024-07-25	2024-07-21	Control and electronic archiving for Office Managers	543
Casablanca	2024-07-25	2024-07-21	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
DUBAI	2024-07-25	2024-07-21	The Senior Secretary Development Programme ((Professional Certificate	256
Jeddah	2024-07-25	2024-07-21	Secretariat _ Future Office Management	693
Marrakesh	2024-07-25	2024-07-21	Document Control	604
Manama	2024-07-25	2024-07-21	Administration and Office Management Professional	730
Madrid	2024-07-26	2024-07-22	The Senior Administrator Program	238
Jakarta	2024-07-26	2024-07-22	Communication Skills	121
Singapore	2024-07-26	2024-07-22	Professional Secretarial & Administration Skills	512
Paris	2024-07-26	2024-07-22	Internal Consultancy Skills at Work	237
Istanbul	2024-07-26	2024-07-22	Critical Competencies for Administrators & Secretaries	456
Rome	2024-07-26	2024-07-22	Effective Administration Skills for Secretaries	104
Kuala Lumpur	2024-07-26	2024-07-22	The Professional Certified Office Manager Programme	258
Istanbul	2024-07-26	2024-07-22	Executive Secretariat and Office Management for Top Management	689
Kuala Lumpur	2024-07-26	2024-07-22	Efficient Administration Skills	556

Marbella	2024-07-26	2024-07-22	Advanced Documents & Records Management Compliance	123
Prague	2024-07-26	2024-07-22	Advanced Office Management & Effective Management Skills	103
Marrakesh	2024-08-01	2024-07-28	Effective Presentation Skills	265
Riyadh	2024-08-01	2024-07-28	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Marrakesh	2024-08-08	2024-07-28	The Office Professional and Records Management Masterclass	558
DUBAI	2024-08-01	2024-07-28	E Library Management Techniques	514
DUBAI	2024-08-01	2024-07-28	The Senior Administrator Program	238
Tunisia	2024-08-01	2024-07-28	Communication Skills	121
Kuwait	2024-08-01	2024-07-28	Professional Secretarial & Administration Skills	512
Casablanca	2024-08-01	2024-07-28	Advanced Office Management & Secretarial Effective Administration Skills	686
Beirut	2024-08-01	2024-07-28	Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries_PAs	504
Jeddah	2024-08-01	2024-07-28	Executive Secretariat and Office Management for Top Management	689

Manama	2024-08-01	2024-07-28	Executive Office Administration and Secretarial Skills	483
Jeddah	2024-08-01	2024-07-28	Critical Competencies for Administrators & Secretaries	456
Sharm ElShaikh	2024-08-01	2024-07-28	Document Control	604
Manama	2024-08-01	2024-07-28	Secretariat _ Future Office Management	693
Amman	2024-08-01	2024-07-28	The Professional Certified Office Manager Programme	258
Doha	2024-08-01	2024-07-28	Administration and Office Management: Best Practices and Technologies	682
Doha	2024-08-01	2024-07-28	Effective Office Management	402
Casablanca	2024-08-01	2024-07-28	Office Management & Effective Administration Skills	408
Riyadh	2024-08-01	2024-07-28	Archiving & Filing	418
Amman	2024-08-01	2024-07-28	Efficient Administration Skills	556
Sharm ElShaikh	2024-08-01	2024-07-28	The Support Staff and Administrative Assistant	363
Beirut	2024-08-01	2024-07-28	Administration and Office Management Professional	730
Paris	2024-08-02	2024-07-29	Advanced Documents & Records Management Compliance	123
Marbella	2024-08-02	2024-07-29	Administrative & Executive Secretarial Skills	122
Madrid	2024-08-02	2024-07-29	Internal Consultancy Skills at Work	237

Jakarta	2024-08-02	2024-07-29	Effective Administration Skills for Secretaries	104
Istanbul	2024-08-02	2024-07-29	Communication & Planning Skills for Administrative Professionals	453
Istanbul	2024-08-02	2024-07-29	Effective Report Writing Skills	688
Rome	2024-08-02	2024-07-29	Advanced Office Management & Effective Management Skills	103
Kuala Lumpur	2024-08-02	2024-07-29	Control and electronic archiving for Office Managers	543
Singapore	2024-08-02	2024-07-29	Strategies for the security of documents and electronic information	506
Kuala Lumpur	2024-08-02	2024-07-29	The Senior Secretary Development Programme ((Professional Certificate	256
Jeddah	2024-08-08	2024-08-04	Communication & Planning Skills for Administrative Professionals	453
Doha	2024-08-08	2024-08-04	The Support Staff and Administrative Assistant	363
Marrakesh	2024-08-08	2024-08-04	The Professional Certified Office Manager Programme	258
Riyadh	2024-08-08	2024-08-04	Office Management & Effective Administration Skills	408
DUBAI	2024-08-08	2024-08-04	Professional Secretarial & Administration Skills	512
Kuwait	2024-08-08	2024-08-04	Strategies for the security of documents and electronic information	506
Doha	2024-08-08	2024-08-04	Document Control	604

Sharm ElShaikh	2024-08-08	2024-08-04	Effective Presentation Skills	265
DUBAI	2024-08-08	2024-08-04	Internal Consultancy Skills at Work	237
Beirut	2024-08-08	2024-08-04	Executive Office Administration and Secretarial Skills	483
Casablanca	2024-08-08	2024-08-04	Administration and Office Management: Best Practices and Technologies	682
Marrakesh	2024-08-08	2024-08-04	Efficient Administration Skills	556
Manama	2024-08-08	2024-08-04	Critical Competencies for Administrators & Secretaries	456
Beirut	2024-08-08	2024-08-04	Secretariat _ Future Office Management	693
Tunisia	2024-08-08	2024-08-04	Effective Administration Skills for Secretaries	104
Riyadh	2024-08-08	2024-08-04	Advanced Office Management & Secretarial Effective Administration Skills	686
Jeddah	2024-08-08	2024-08-04	Effective Report Writing Skills	688
Sharm ElShaikh	2024-08-15	2024-08-04	The Office Professional and Records Management Masterclass	558
Manama	2024-08-08	2024-08-04	Executive Secretariat and Office Management for Top Management	689
Casablanca	2024-08-08	2024-08-04	Effective Office Management	402
Amman	2024-08-08	2024-08-04	Control and electronic archiving for Office Managers	543

Amman	2024-08-08	2024-08-04	The Senior Secretary Development Programme ((Professional Certificate	256
Khobar	2024-08-08	2024-08-04	Effective Presentation Skills	265
Manama	2024-08-08	2024-08-04	Strategic Planning for Records and Archives Services	751
Kuala Lumpur	2024-08-09	2024-08-05	E Library Management Techniques	514
Kuala Lumpur	2024-08-09	2024-08-05	The Senior Administrator Program	238
Marbella	2024-08-09	2024-08-05	Communication Skills	121
Paris	2024-08-09	2024-08-05	Administrative & Executive Secretarial Skills	122
Istanbul	2024-08-09	2024-08-05	Archiving & Filing	418
Singapore	2024-08-09	2024-08-05	Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries_ PAs	504
Madrid	2024-08-09	2024-08-05	Advanced Documents & Records Management Compliance	123
Jakarta	2024-08-09	2024-08-05	Advanced Office Management & Effective Management Skills	103
Istanbul	2024-08-09	2024-08-05	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Singapore	2024-08-09	2024-08-05	Administration and Office Management Professional	730
Amman	2024-08-15	2024-08-11	E Library Management Techniques	514
Amman	2024-08-15	2024-08-11	The Senior Administrator Program	238

DUBAI	2024-08-15	2024-08-11	Strategies for the security of documents and electronic information	506
Kuwait	2024-08-15	2024-08-11	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Jeddah	2024-08-15	2024-08-11	Archiving & Filing	418
Riyadh	2024-08-15	2024-08-11	Effective Office Management	402
Doha	2024-08-15	2024-08-11	Effective Presentation Skills	265
Beirut	2024-08-15	2024-08-11	Critical Competencies for Administrators & Secretaries	456
Casablanca	2024-08-15	2024-08-11	Document Control	604
Manama	2024-08-15	2024-08-11	Communication & Planning Skills for Administrative Professionals	453
Jeddah	2024-08-15	2024-08-11	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Sharm ElShaikh	2024-08-15	2024-08-11	The Professional Certified Office Manager Programme	258
Beirut	2024-08-15	2024-08-11	Executive Secretariat and Office Management for Top Management	689
Marrakesh	2024-08-15	2024-08-11	Control and electronic archiving for Office Managers	543
Sharm ElShaikh	2024-08-15	2024-08-11	Efficient Administration Skills	556
Manama	2024-08-15	2024-08-11	Effective Report Writing Skills	688

Marrakesh	2024-08-15	2024-08-11	The Senior Secretary Development Programme ((Professional Certificate	256
DUBAI	2024-08-15	2024-08-11	Advanced Documents & Records Management Compliance	123
Tunisia	2024-08-15	2024-08-11	Advanced Office Management & Effective Management Skills	103
Doha	2024-08-22	2024-08-11	The Office Professional and Records Management Masterclass	558
Casablanca	2024-08-15	2024-08-11	The Support Staff and Administrative Assistant	363
Riyadh	2024-08-15	2024-08-11	Administration and Office Management: Best Practices and Technologies	682
Kuwait	2024-08-15	2024-08-11	Administration and Office Management Professional	730
Khobar	2024-08-15	2024-08-11	The Senior Administrator Program	238
Khobar	2024-08-15	2024-08-11	The Senior Secretary Development Programme ((Professional Certificate	256
Paris	2024-08-16	2024-08-12	Communication Skills	121
Kuala Lumpur	2024-08-16	2024-08-12	Professional Secretarial & Administration Skills	512
Istanbul	2024-08-16	2024-08-12	Advanced Office Management & Secretarial Effective Administration Skills	686
Kuala Lumpur	2024-08-16	2024-08-12	Internal Consultancy Skills at Work	237
Marbella	2024-08-16	2024-08-12	Effective Administration Skills for Secretaries	104

Madrid	2024-08-16	2024-08-12	Administrative & Executive Secretarial Skills	122
Istanbul	2024-08-16	2024-08-12	Office Management & Effective Administration Skills	408
Singapore	2024-08-16	2024-08-12	Secretariat _ Future Office Management	693
Singapore	2024-08-16	2024-08-12	Executive Office Administration and Secretarial Skills	483
Prague	2024-08-16	2024-08-12	Strategic Planning for Records and Archives Services	751
Riyadh	2024-08-22	2024-08-18	The Support Staff and Administrative Assistant	363
Marrakesh	2024-08-22	2024-08-18	The Senior Administrator Program	238
Amman	2024-08-22	2024-08-18	Professional Secretarial & Administration Skills	512
Marrakesh	2024-08-22	2024-08-18	E Library Management Techniques	514
Doha	2024-08-22	2024-08-18	The Professional Certified Office Manager Programme	258
DUBAI	2024-08-22	2024-08-18	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Casablanca	2024-08-22	2024-08-18	Effective Presentation Skills	265
DUBAI	2024-08-22	2024-08-18	Administrative & Executive Secretarial Skills	122
Amman	2024-08-22	2024-08-18	Internal Consultancy Skills at Work	237
Kuwait	2024-08-22	2024-08-18	Executive Office Administration and Secretarial Skills	483

Jeddah	2024-08-22	2024-08-18	Advanced Office Management & Secretarial Effective Administration Skills	686
Riyadh	2024-08-22	2024-08-18	Document Control	604
Jeddah	2024-08-22	2024-08-18	Office Management & Effective Administration Skills	408
Kuwait	2024-08-22	2024-08-18	Secretariat _ Future Office Management	693
Beirut	2024-08-22	2024-08-18	Communication & Planning Skills for Administrative Professionals	453
Casablanca	2024-08-29	2024-08-18	The Office Professional and Records Management Masterclass	558
Doha	2024-08-22	2024-08-18	Efficient Administration Skills	556
Manama	2024-08-22	2024-08-18	Archiving & Filing	418
Beirut	2024-08-22	2024-08-18	Effective Report Writing Skills	688
Sharm ElShaikh	2024-08-22	2024-08-18	Control and electronic archiving for Office Managers	543
Manama	2024-08-22	2024-08-18	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Sharm ElShaikh	2024-08-22	2024-08-18	The Senior Secretary Development Programme ((Professional Certificate	256
Khobar	2024-08-22	2024-08-18	Communication Skills	121
Khobar	2024-08-22	2024-08-18	Communication & Planning Skills for Administrative Professionals	453
Khobar	2024-08-22	2024-08-18	E Library Management Techniques	514

Beirut	2024-08-22	2024-08-18	Strategic Planning for Records and Archives Services	751
Madrid	2024-08-23	2024-08-19	Communication Skills	121
Kuala Lumpur	2024-08-23	2024-08-19	Strategies for the security of documents and electronic information	506
Istanbul	2024-08-23	2024-08-19	Administration and Office Management: Best Practices and Technologies	682
Paris	2024-08-23	2024-08-19	Effective Administration Skills for Secretaries	104
Kuala Lumpur	2024-08-23	2024-08-19	Advanced Documents & Records Management Compliance	123
Istanbul	2024-08-23	2024-08-19	Effective Office Management	402
Marbella	2024-08-23	2024-08-19	Advanced Office Management & Effective Management Skills	103
Singapore	2024-08-23	2024-08-19	Executive Secretariat and Office Management for Top Management	689
Singapore	2024-08-23	2024-08-19	Critical Competencies for Administrators & Secretaries	456
Berlin	2024-08-23	2024-08-19	Administration and Office Management Professional	730
Kuala Lumpur	2024-08-23	2024-08-19	Strategic Planning for Records and Archives Services	751
Doha	2024-08-29	2024-08-25	Control and electronic archiving for Office Managers	543
Marrakesh	2024-08-29	2024-08-25	Professional Secretarial & Administration Skills	512

Jeddah	2024-08-29	2024-08-25	Effective Office Management	402
Sharm ElShaikh	2024-08-29	2024-08-25	The Senior Administrator Program	238
Marrakesh	2024-08-29	2024-08-25	Internal Consultancy Skills at Work	237
DUBAI	2024-08-29	2024-08-25	Communication Skills	121
Jeddah	2024-08-29	2024-08-25	Administration and Office Management: Best Practices and Technologies	682
Amman	2024-08-29	2024-08-25	Strategies for the security of documents and electronic information	506
Manama	2024-08-29	2024-08-25	Advanced Office Management & Secretarial Effective Administration Skills	686
DUBAI	2024-08-29	2024-08-25	Executive Office Administration and Secretarial Skills	483
Kuwait	2024-08-29	2024-08-25	Critical Competencies for Administrators & Secretaries	456
Casablanca	2024-08-29	2024-08-25	The Professional Certified Office Manager Programme	258
Riyadh	2024-09-05	2024-08-25	The Office Professional and Records Management Masterclass	558
Kuwait	2024-08-29	2024-08-25	Executive Secretariat and Office Management for Top Management	689
Beirut	2024-08-29	2024-08-25	Archiving & Filing	418
Riyadh	2024-08-29	2024-08-25	Effective Presentation Skills	265

Manama	2024-08-29	2024-08-25	Office Management & Effective Administration Skills	408
Casablanca	2024-08-29	2024-08-25	Efficient Administration Skills	556
Amman	2024-08-29	2024-08-25	Advanced Documents & Records Management Compliance	123
Beirut	2024-08-29	2024-08-25	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Sharm ElShaikh	2024-08-29	2024-08-25	E Library Management Techniques	514
Doha	2024-08-29	2024-08-25	The Senior Secretary Development Programme ((Professional Certificate	256
Casablanca	2024-08-29	2024-08-25	Strategic Planning for Records and Archives Services	751
Riyadh	2024-08-29	2024-08-25	Strategic Planning for Records and Archives Services	751
Singapore	2024-08-30	2024-08-26	Effective Report Writing Skills	688
Paris	2024-08-30	2024-08-26	Advanced Office Management & Effective Management Skills	103
Kuala Lumpur	2024-08-30	2024-08-26	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Kuala Lumpur	2024-08-30	2024-08-26	Administrative & Executive Secretarial Skills	122
Istanbul	2024-08-30	2024-08-26	Document Control	604
Berlin	2024-08-30	2024-08-26	Secretariat _ Future Office Management	693

Madrid	2024-08-30	2024-08-26	Effective Administration Skills for Secretaries	104
Istanbul	2024-08-30	2024-08-26	The Support Staff and Administrative Assistant	363
Singapore	2024-08-30	2024-08-26	Communication & Planning Skills for Administrative Professionals	453
Brussels	2024-08-30	2024-08-26	Administration and Office Management Professional	730
Bangkok	2024-08-30	2024-08-26	E Library Management Techniques	514
Marrakesh	2024-09-05	2024-09-01	Strategies for the security of documents and electronic information	506
Sharm ElShaikh	2024-09-05	2024-09-01	Professional Secretarial & Administration Skills	512
Beirut	2024-09-05	2024-09-01	Advanced Office Management & Secretarial Effective Administration Skills	686
Amman	2024-09-05	2024-09-01	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Sharm ElShaikh	2024-09-05	2024-09-01	Internal Consultancy Skills at Work	237
Manama	2024-09-05	2024-09-01	Administration and Office Management: Best Practices and Technologies	682
Amman	2024-09-05	2024-09-01	Administrative & Executive Secretarial Skills	122
DUBAI	2024-09-05	2024-09-01	Critical Competencies for Administrators & Secretaries	456
Riyadh	2024-09-05	2024-09-01	Efficient Administration Skills	556

DUBAI	2024-09-05	2024-09-01	Effective Administration Skills for Secretaries	104
Kuwait	2024-09-05	2024-09-01	Communication & Planning Skills for Administrative Professionals	453
Doha	2024-09-05	2024-09-01	The Senior Administrator Program	238
Beirut	2024-09-05	2024-09-01	Office Management & Effective Administration Skills	408
Kuwait	2024-09-05	2024-09-01	Effective Report Writing Skills	688
Riyadh	2024-09-05	2024-09-01	The Professional Certified Office Manager Programme	258
Manama	2024-09-05	2024-09-01	Effective Office Management	402
Marrakesh	2024-09-05	2024-09-01	Advanced Documents & Records Management Compliance	123
Casablanca	2024-09-05	2024-09-01	Control and electronic archiving for Office Managers	543
Jeddah	2024-09-05	2024-09-01	The Support Staff and Administrative Assistant	363
Casablanca	2024-09-05	2024-09-01	The Senior Secretary Development Programme ((Professional Certificate	256
Doha	2024-09-05	2024-09-01	E Library Management Techniques	514
Jeddah	2024-09-05	2024-09-01	Document Control	604
Khobar	2024-09-05	2024-09-01	Administrative & Executive Secretarial Skills	122
Singapore	2024-09-06	2024-09-02	Documents and Records Management Compliance: ((ISO: 15489 Standard	687

Singapore	2024-09-06	2024-09-02	Archiving & Filing	418
Kuala Lumpur	2024-09-06	2024-09-02	Communication Skills	121
Istanbul	2024-09-06	2024-09-02	Effective Presentation Skills	265
Kuala Lumpur	2024-09-06	2024-09-02	Executive Office Administration and Secretarial Skills	483
Brussels	2024-09-06	2024-09-02	Secretariat _ Future Office Management	693
Istanbul	2024-09-13	2024-09-02	The Office Professional and Records Management Masterclass	558
Berlin	2024-09-06	2024-09-02	Executive Secretariat and Office Management for Top Management	689
Madrid	2024-09-06	2024-09-02	Advanced Office Management & Effective Management Skills	103
Zurich	2024-09-06	2024-09-02	Administration and Office Management Professional	730
Kuala Lumpur	2024-09-06	2024-09-02	Strategic Planning for Records and Archives Services	751
Riyadh	2024-09-12	2024-09-08	Control and electronic archiving for Office Managers	543
Doha	2024-09-12	2024-09-08	Professional Secretarial & Administration Skills	512
Jeddah	2024-09-19	2024-09-08	The Office Professional and Records Management Masterclass	558
Casablanca	2024-09-12	2024-09-08	The Senior Administrator Program	238
Amman	2024-09-12	2024-09-08	Communication Skills	121

Sharm ElShaikh	2024-09-12	2024-09-08	Strategies for the security of documents and electronic information	506
Marrakesh	2024-09-12	2024-09-08	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Amman	2024-09-12	2024-09-08	Executive Office Administration and Secretarial Skills	483
Beirut	2024-09-12	2024-09-08	Administration and Office Management: Best Practices and Technologies	682
Doha	2024-09-12	2024-09-08	Internal Consultancy Skills at Work	237
Marrakesh	2024-09-12	2024-09-08	Administrative & Executive Secretarial Skills	122
Jeddah	2024-09-12	2024-09-08	Effective Presentation Skills	265
Manama	2024-09-12	2024-09-08	Document Control	604
DUBAI	2024-09-12	2024-09-08	Communication & Planning Skills for Administrative Professionals	453
Kuwait	2024-09-12	2024-09-08	Archiving & Filing	418
Riyadh	2024-09-12	2024-09-08	The Senior Secretary Development Programme ((Professional Certificate	256
Sharm ElShaikh	2024-09-12	2024-09-08	Advanced Documents & Records Management Compliance	123
Beirut	2024-09-12	2024-09-08	Effective Office Management	402
DUBAI	2024-09-12	2024-09-08	Advanced Office Management & Effective Management Skills	103

Kuwait	2024-09-12	2024-09-08	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Manama	2024-09-12	2024-09-08	The Support Staff and Administrative Assistant	363
Casablanca	2024-09-12	2024-09-08	E Library Management Techniques	514
Khobar	2024-09-12	2024-09-08	Critical Competencies for Administrators & Secretaries	456
Khobar	2024-09-12	2024-09-08	Secretariat _ Future Office Management	693
Singapore	2024-09-13	2024-09-09	Advanced Office Management & Secretarial Effective Administration Skills	686
Singapore	2024-09-13	2024-09-09	Office Management & Effective Administration Skills	408
Kuala Lumpur	2024-09-13	2024-09-09	Critical Competencies for Administrators & Secretaries	456
Zurich	2024-09-13	2024-09-09	Secretariat _ Future Office Management	693
Kuala Lumpur	2024-09-13	2024-09-09	Effective Administration Skills for Secretaries	104
Istanbul	2024-09-13	2024-09-09	The Professional Certified Office Manager Programme	258
Brussels	2024-09-13	2024-09-09	Executive Secretariat and Office Management for Top Management	689
Istanbul	2024-09-13	2024-09-09	Efficient Administration Skills	556
Berlin	2024-09-13	2024-09-09	Effective Report Writing Skills	688

Trabzon	2024-09-13	2024-09-09	Administration and Office Management Professional	730
Jeddah	2024-09-19	2024-09-15	The Professional Certified Office Manager Programme	258
Marrakesh	2024-09-19	2024-09-15	Communication Skills	121
Doha	2024-09-19	2024-09-15	Advanced Documents & Records Management Compliance	123
Casablanca	2024-09-19	2024-09-15	Professional Secretarial & Administration Skills	512
Kuwait	2024-09-19	2024-09-15	Advanced Office Management & Secretarial Effective Administration Skills	686
Manama	2024-09-19	2024-09-15	Effective Presentation Skills	265
Sharm ElShaikh	2024-09-19	2024-09-15	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Jeddah	2024-09-19	2024-09-15	Efficient Administration Skills	556
Casablanca	2024-09-19	2024-09-15	Internal Consultancy Skills at Work	237
Doha	2024-09-19	2024-09-15	Strategies for the security of documents and electronic information	506
Sharm ElShaikh	2024-09-19	2024-09-15	Administrative & Executive Secretarial Skills	122
Amman	2024-09-19	2024-09-15	Critical Competencies for Administrators & Secretaries	456
Beirut	2024-09-19	2024-09-15	Document Control	604
Marrakesh	2024-09-19	2024-09-15	Executive Office Administration and Secretarial Skills	483

Amman	2024-09-19	2024-09-15	Effective Administration Skills for Secretaries	104
Manama	2024-09-26	2024-09-15	The Office Professional and Records Management Masterclass	558
DUBAI	2024-09-19	2024-09-15	Archiving & Filing	418
Kuwait	2024-09-19	2024-09-15	Office Management & Effective Administration Skills	408
Beirut	2024-09-19	2024-09-15	The Support Staff and Administrative Assistant	363
Riyadh	2024-09-19	2024-09-15	The Senior Administrator Program	238
Riyadh	2024-09-19	2024-09-15	E Library Management Techniques	514
Singapore	2024-09-20	2024-09-16	Effective Office Management	402
Kuala Lumpur	2024-09-20	2024-09-16	Communication & Planning Skills for Administrative Professionals	453
Zurich	2024-09-20	2024-09-16	Executive Secretariat and Office Management for Top Management	689
Brussels	2024-09-20	2024-09-16	Effective Report Writing Skills	688
Kuala Lumpur	2024-09-20	2024-09-16	Advanced Office Management & Effective Management Skills	103
Istanbul	2024-09-20	2024-09-16	Control and electronic archiving for Office Managers	543
Berlin	2024-09-20	2024-09-16	Documents and Records Management Compliance: ((ISO: 15489 Standard	687

Singapore	2024-09-20	2024-09-16	Administration and Office Management: Best Practices and Technologies	682
Trabzon	2024-09-20	2024-09-16	Secretariat _ Future Office Management	693
Istanbul	2024-09-20	2024-09-16	The Senior Secretary Development Programme ((Professional Certificate	256
Beijing	2024-09-20	2024-09-16	Administration and Office Management Professional	730
Paris	2024-09-20	2024-09-16	Office Management & Effective Administration Skills	408
Sharm ElShaikh	2024-09-26	2024-09-22	Communication Skills	121
Casablanca	2024-09-26	2024-09-22	Strategies for the security of documents and electronic information	506
Beirut	2024-09-26	2024-09-22	Effective Presentation Skills	265
Riyadh	2024-09-26	2024-09-22	Internal Consultancy Skills at Work	237
Doha	2024-09-26	2024-09-22	Administrative & Executive Secretarial Skills	122
Sharm ElShaikh	2024-09-26	2024-09-22	Executive Office Administration and Secretarial Skills	483
Kuwait	2024-09-26	2024-09-22	Administration and Office Management: Best Practices and Technologies	682
Casablanca	2024-09-26	2024-09-22	Advanced Documents & Records Management Compliance	123
Marrakesh	2024-09-26	2024-09-22	Effective Administration Skills for Secretaries	104

Amman	2024-09-26	2024-09-22	Communication & Planning Skills for Administrative Professionals	453
Manama	2024-09-26	2024-09-22	The Professional Certified Office Manager Programme	258
Doha	2024-09-26	2024-09-22	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Beirut	2024-10-03	2024-09-22	The Office Professional and Records Management Masterclass	558
Riyadh	2024-09-26	2024-09-22	Professional Secretarial & Administration Skills	512
Jeddah	2024-09-26	2024-09-22	Control and electronic archiving for Office Managers	543
Jeddah	2024-09-26	2024-09-22	The Senior Secretary Development Programme ((Professional Certificate	256
DUBAI	2024-09-26	2024-09-22	Office Management & Effective Administration Skills	408
Manama	2024-09-26	2024-09-22	Efficient Administration Skills	556
Marrakesh	2024-09-26	2024-09-22	Critical Competencies for Administrators & Secretaries	456
Amman	2024-09-26	2024-09-22	Advanced Office Management & Effective Management Skills	103
Kuwait	2024-09-26	2024-09-22	Effective Office Management	402
Khobar	2024-09-26	2024-09-22	Internal Consultancy Skills at Work	237

Singapore	2024-09-27	2024-09-23	The Support Staff and Administrative Assistant	363
Singapore	2024-09-27	2024-09-23	Document Control	604
Istanbul	2024-09-27	2024-09-23	The Senior Administrator Program	238
Berlin	2024-09-27	2024-09-23	Advanced Office Management & Secretarial Effective Administration Skills	686
Beijing	2024-09-27	2024-09-23	Secretariat _ Future Office Management	693
Trabzon	2024-09-27	2024-09-23	Executive Secretariat and Office Management for Top Management	689
Kuala Lumpur	2024-09-27	2024-09-23	Archiving & Filing	418
Zurich	2024-09-27	2024-09-23	Effective Report Writing Skills	688
Brussels	2024-09-27	2024-09-23	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Istanbul	2024-09-27	2024-09-23	E Library Management Techniques	514
Amsterdam	2024-09-27	2024-09-23	Administration and Office Management Professional	730
Singapore	2024-09-27	2024-09-23	Strategic Planning for Records and Archives Services	751
Marrakesh	2024-10-03	2024-09-29	Communication & Planning Skills for Administrative Professionals	453
Riyadh	2024-10-03	2024-09-29	Advanced Documents & Records Management Compliance	123

Riyadh	2024-10-03	2024-09-29	Strategies for the security of documents and electronic information	506
Casablanca	2024-10-03	2024-09-29	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Sharm ElShaikh	2024-10-03	2024-09-29	Effective Administration Skills for Secretaries	104
Jeddah	2024-10-03	2024-09-29	E Library Management Techniques	514
Sharm ElShaikh	2024-10-03	2024-09-29	Critical Competencies for Administrators & Secretaries	456
Doha	2024-10-03	2024-09-29	Executive Office Administration and Secretarial Skills	483
Kuwait	2024-10-03	2024-09-29	Document Control	604
Beirut	2024-10-03	2024-09-29	The Professional Certified Office Manager Programme	258
Amman	2024-10-03	2024-09-29	Archiving & Filing	418
Beirut	2024-10-03	2024-09-29	Efficient Administration Skills	556
DUBAI	2024-10-03	2024-09-29	Effective Office Management	402
Manama	2024-10-03	2024-09-29	Control and electronic archiving for Office Managers	543
Kuwait	2024-10-03	2024-09-29	The Support Staff and Administrative Assistant	363
Marrakesh	2024-10-03	2024-09-29	Advanced Office Management & Effective Management Skills	103
Doha	2024-10-03	2024-09-29	Communication Skills	121

Manama	2024-10-03	2024-09-29	The Senior Secretary Development Programme ((Professional Certificate	256
Casablanca	2024-10-03	2024-09-29	Administrative & Executive Secretarial Skills	122
Jeddah	2024-10-03	2024-09-29	The Senior Administrator Program	238
Khobar	2024-10-03	2024-09-29	Efficient Administration Skills	556
Khobar	2024-10-03	2024-09-29	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Kuwait	2024-10-03	2024-09-29	Strategic Planning for Records and Archives Services	751
Istanbul	2024-10-04	2024-09-30	Professional Secretarial & Administration Skills	512
Singapore	2024-10-04	2024-09-30	Effective Presentation Skills	265
Istanbul	2024-10-04	2024-09-30	Internal Consultancy Skills at Work	237
Berlin	2024-10-04	2024-09-30	Administration and Office Management: Best Practices and Technologies	682
Singapore	2024-10-11	2024-09-30	The Office Professional and Records Management Masterclass	558
Beijing	2024-10-04	2024-09-30	Executive Secretariat and Office Management for Top Management	689
Trabzon	2024-10-04	2024-09-30	Effective Report Writing Skills	688
Kuala Lumpur	2024-10-04	2024-09-30	Office Management & Effective Administration Skills	408

Zurich	2024-10-04	2024-09-30	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Amsterdam	2024-10-04	2024-09-30	Secretariat _ Future Office Management	693
Brussels	2024-10-04	2024-09-30	Advanced Office Management & Secretarial Effective Administration Skills	686
Bangkok	2024-10-04	2024-09-30	Administration and Office Management Professional	730
Jeddah	2024-10-10	2024-10-06	Professional Secretarial & Administration Skills	512
Manama	2024-10-10	2024-10-06	The Senior Administrator Program	238
Casablanca	2024-10-10	2024-10-06	Communication Skills	121
Kuwait	2024-10-10	2024-10-06	Effective Presentation Skills	265
Casablanca	2024-10-10	2024-10-06	Executive Office Administration and Secretarial Skills	483
Sharm ElShaikh	2024-10-10	2024-10-06	Communication & Planning Skills for Administrative Professionals	453
Kuwait	2024-10-17	2024-10-06	The Office Professional and Records Management Masterclass	558
Amman	2024-10-10	2024-10-06	Office Management & Effective Administration Skills	408
Riyadh	2024-10-10	2024-10-06	Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries _ PAs	504

Sharm ElShaikh	2024-10-10	2024-10-06	Advanced Office Management & Effective Management Skills	103
Beirut	2024-10-10	2024-10-06	Control and electronic archiving for Office Managers	543
Marrakesh	2024-10-10	2024-10-06	Archiving & Filing	418
DUBAI	2024-10-10	2024-10-06	The Support Staff and Administrative Assistant	363
Jeddah	2024-10-10	2024-10-06	Internal Consultancy Skills at Work	237
Beirut	2024-10-10	2024-10-06	The Senior Secretary Development Programme ((Professional Certificate	256
Doha	2024-10-10	2024-10-06	Effective Administration Skills for Secretaries	104
Manama	2024-10-10	2024-10-06	E Library Management Techniques	514
Riyadh	2024-10-10	2024-10-06	Administrative & Executive Secretarial Skills	122
Doha	2024-10-10	2024-10-06	Critical Competencies for Administrators & Secretaries	456
Muscat	2024-10-10	2024-10-06	Administration and Office Management Professional	730
Khobar	2024-10-10	2024-10-06	Advanced Office Management & Effective Management Skills	103
Jeddah	2024-10-10	2024-10-06	Strategic Planning for Records and Archives Services	751
Istanbul	2024-10-11	2024-10-07	Strategies for the security of documents and electronic information	506

Brussels	2024-10-11	2024-10-07	Administration and Office Management: Best Practices and Technologies	682
Singapore	2024-10-11	2024-10-07	Efficient Administration Skills	556
Berlin	2024-10-11	2024-10-07	Document Control	604
Istanbul	2024-10-11	2024-10-07	Advanced Documents & Records Management Compliance	123
Bangkok	2024-10-11	2024-10-07	Secretariat _ Future Office Management	693
Singapore	2024-10-11	2024-10-07	The Professional Certified Office Manager Programme	258
Amsterdam	2024-10-11	2024-10-07	Executive Secretariat and Office Management for Top Management	689
Beijing	2024-10-11	2024-10-07	Effective Report Writing Skills	688
Kuala Lumpur	2024-10-11	2024-10-07	Effective Office Management	402
Trabzon	2024-10-11	2024-10-07	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Zurich	2024-10-11	2024-10-07	Advanced Office Management & Secretarial Effective Administration Skills	686
Munich	2024-10-11	2024-10-07	Strategic Planning for Records and Archives Services	751
Beirut	2024-10-17	2024-10-13	The Senior Administrator Program	238
Doha	2024-10-17	2024-10-13	Advanced Office Management & Effective Management Skills	103

Manama	2024-10-17	2024-10-13	Professional Secretarial & Administration Skills	512
Doha	2024-10-17	2024-10-13	Communication & Planning Skills for Administrative Professionals	453
DUBAI	2024-10-17	2024-10-13	Effective Presentation Skills	265
Casablanca	2024-10-17	2024-10-13	Effective Administration Skills for Secretaries	104
Manama	2024-10-17	2024-10-13	Internal Consultancy Skills at Work	237
Marrakesh	2024-10-17	2024-10-13	Office Management & Effective Administration Skills	408
Casablanca	2024-10-17	2024-10-13	Critical Competencies for Administrators & Secretaries	456
Riyadh	2024-10-17	2024-10-13	Executive Office Administration and Secretarial Skills	483
Riyadh	2024-10-17	2024-10-13	Communication Skills	121
Muscat	2024-10-17	2024-10-13	Secretariat _ Future Office Management	693
Kuwait	2024-10-17	2024-10-13	The Professional Certified Office Manager Programme	258
Jeddah	2024-10-17	2024-10-13	Strategies for the security of documents and electronic information	506
DUBAI	2024-10-17	2024-10-13	Archiving & Filing	418
Kuwait	2024-10-17	2024-10-13	Efficient Administration Skills	556
Amman	2024-10-17	2024-10-13	Effective Office Management	402
Beirut	2024-10-17	2024-10-13	E Library Management Techniques	514

Jeddah	2024-10-17	2024-10-13	Advanced Documents & Records Management Compliance	123
Khobar	2024-10-17	2024-10-13	Administration and Office Management: Best Practices and Technologies	682
Singapore	2024-10-18	2024-10-14	Control and electronic archiving for Office Managers	543
Istanbul	2024-10-18	2024-10-14	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Zurich	2024-10-18	2024-10-14	Administration and Office Management: Best Practices and Technologies	682
Brussels	2024-10-18	2024-10-14	Document Control	604
Berlin	2024-10-25	2024-10-14	The Office Professional and Records Management Masterclass	558
Bangkok	2024-10-18	2024-10-14	Executive Secretariat and Office Management for Top Management	689
Trabzon	2024-10-18	2024-10-14	Advanced Office Management & Secretarial Effective Administration Skills	686
Amsterdam	2024-10-18	2024-10-14	Effective Report Writing Skills	688
Beijing	2024-10-18	2024-10-14	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Kuala Lumpur	2024-10-18	2024-10-14	The Support Staff and Administrative Assistant	363
Istanbul	2024-10-18	2024-10-14	Administrative & Executive Secretarial Skills	122

Singapore	2024-10-18	2024-10-14	The Senior Secretary Development Programme ((Professional Certificate	256
Toronto	2024-10-18	2024-10-14	Administration and Office Management Professional	730
Riyadh	2024-10-24	2024-10-20	Effective Administration Skills for Secretaries	104
Beirut	2024-10-24	2024-10-20	Professional Secretarial & Administration Skills	512
Marrakesh	2024-10-24	2024-10-20	Effective Office Management	402
Manama	2024-10-24	2024-10-20	Strategies for the security of documents and electronic information	506
Beirut	2024-10-24	2024-10-20	Internal Consultancy Skills at Work	237
Jeddah	2024-10-24	2024-10-20	Administrative & Executive Secretarial Skills	122
Jeddah	2024-10-24	2024-10-20	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Manama	2024-10-24	2024-10-20	Advanced Documents & Records Management Compliance	123
Casablanca	2024-10-24	2024-10-20	Communication & Planning Skills for Administrative Professionals	453
DUBAI	2024-10-24	2024-10-20	The Professional Certified Office Manager Programme	258
Muscat	2024-10-24	2024-10-20	Executive Secretariat and Office Management for Top Management	689
Sharm ElShaikh	2024-10-24	2024-10-20	Office Management & Effective Administration Skills	408

Casablanca	2024-10-24	2024-10-20	Advanced Office Management & Effective Management Skills	103
Doha	2024-10-24	2024-10-20	Archiving & Filing	418
Kuwait	2024-10-24	2024-10-20	Control and electronic archiving for Office Managers	543
Amman	2024-10-24	2024-10-20	The Support Staff and Administrative Assistant	363
Kuwait	2024-10-24	2024-10-20	The Senior Secretary Development Programme ((Professional Certificate	256
Riyadh	2024-10-24	2024-10-20	Critical Competencies for Administrators & Secretaries	456
Cairo	2024-10-24	2024-10-20	Strategic Planning for Records and Archives Services	751
Istanbul	2024-10-25	2024-10-21	Communication Skills	121
Kuala Lumpur	2024-10-25	2024-10-21	Effective Presentation Skills	265
Singapore	2024-10-25	2024-10-21	The Senior Administrator Program	238
Istanbul	2024-10-25	2024-10-21	Executive Office Administration and Secretarial Skills	483
Trabzon	2024-10-25	2024-10-21	Administration and Office Management: Best Practices and Technologies	682
Zurich	2024-10-25	2024-10-21	Document Control	604
Toronto	2024-10-25	2024-10-21	Secretariat _ Future Office Management	693
Brussels	2024-11-01	2024-10-21	The Office Professional and Records Management Masterclass	558

Berlin	2024-10-25	2024-10-21	Efficient Administration Skills	556
Bangkok	2024-10-25	2024-10-21	Effective Report Writing Skills	688
Amsterdam	2024-10-25	2024-10-21	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Beijing	2024-10-25	2024-10-21	Advanced Office Management & Secretarial Effective Administration Skills	686
Singapore	2024-10-25	2024-10-21	E Library Management Techniques	514
Barcelona	2024-10-25	2024-10-21	Administration and Office Management Professional	730
Jeddah	2024-10-31	2024-10-27	Communication Skills	121
Riyadh	2024-10-31	2024-10-27	Advanced Office Management & Effective Management Skills	103
Riyadh	2024-10-31	2024-10-27	Communication & Planning Skills for Administrative Professionals	453
Beirut	2024-10-31	2024-10-27	Strategies for the security of documents and electronic information	506
Amman	2024-10-31	2024-10-27	Effective Presentation Skills	265
Manama	2024-10-31	2024-10-27	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Jeddah	2024-10-31	2024-10-27	Executive Office Administration and Secretarial Skills	483

Doha	2024-10-31	2024-10-27	Office Management & Effective Administration Skills	408
Beirut	2024-10-31	2024-10-27	Advanced Documents & Records Management Compliance	123
Casablanca	2024-10-31	2024-10-27	Archiving & Filing	418
Marrakesh	2024-10-31	2024-10-27	The Support Staff and Administrative Assistant	363
Muscat	2024-10-31	2024-10-27	Effective Report Writing Skills	688
Kuwait	2024-10-31	2024-10-27	The Senior Administrator Program	238
Sharm ElShaikh	2024-10-31	2024-10-27	Effective Office Management	402
DUBAI	2024-10-31	2024-10-27	The Senior Secretary Development Programme ((Professional Certificate	256
Kuwait	2024-10-31	2024-10-27	E Library Management Techniques	514
Manama	2024-10-31	2024-10-27	Administrative & Executive Secretarial Skills	122
Singapore	2024-11-01	2024-10-28	Internal Consultancy Skills at Work	237
Istanbul	2024-11-01	2024-10-28	Effective Administration Skills for Secretaries	104
Beijing	2024-11-01	2024-10-28	Administration and Office Management: Best Practices and Technologies	682
Istanbul	2024-11-01	2024-10-28	Critical Competencies for Administrators & Secretaries	456

Kuala Lumpur	2024-11-01	2024-10-28	The Professional Certified Office Manager Programme	258
Zurich	2024-11-08	2024-10-28	The Office Professional and Records Management Masterclass	558
Barcelona	2024-11-01	2024-10-28	Secretariat _ Future Office Management	693
Toronto	2024-11-01	2024-10-28	Executive Secretariat and Office Management for Top Management	689
Amsterdam	2024-11-01	2024-10-28	Advanced Office Management & Secretarial Effective Administration Skills	686
Brussels	2024-11-01	2024-10-28	Efficient Administration Skills	556
Singapore	2024-11-01	2024-10-28	Professional Secretarial & Administration Skills	512
Berlin	2024-11-01	2024-10-28	Control and electronic archiving for Office Managers	543
Bangkok	2024-11-01	2024-10-28	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Trabzon	2024-11-01	2024-10-28	Document Control	604
London	2024-11-01	2024-10-28	Administration and Office Management Professional	730
Barcelona	2024-11-01	2024-10-28	Strategic Planning for Records and Archives Services	751
Manama	2024-11-07	2024-11-03	Communication Skills	121
Kuwait	2024-11-07	2024-11-03	Professional Secretarial & Administration Skills	512

Beirut	2024-11-07	2024-11-03	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Kuwait	2024-11-07	2024-11-03	Internal Consultancy Skills at Work	237
Jeddah	2024-11-07	2024-11-03	Critical Competencies for Administrators & Secretaries	456
Manama	2024-11-07	2024-11-03	Executive Office Administration and Secretarial Skills	483
Jeddah	2024-11-07	2024-11-03	Effective Administration Skills for Secretaries	104
Amman	2024-11-07	2024-11-03	The Professional Certified Office Manager Programme	258
Doha	2024-11-07	2024-11-03	Effective Office Management	402
Casablanca	2024-11-07	2024-11-03	Office Management & Effective Administration Skills	408
Marrakesh	2024-11-07	2024-11-03	Effective Presentation Skills	265
Muscat	2024-11-07	2024-11-03	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Sharm ElShaikh	2024-11-07	2024-11-03	The Support Staff and Administrative Assistant	363
Riyadh	2024-11-07	2024-11-03	Archiving & Filing	418
DUBAI	2024-11-07	2024-11-03	The Senior Administrator Program	238
Beirut	2024-11-07	2024-11-03	Administrative & Executive Secretarial Skills	122

Cairo	2024-11-07	2024-11-03	Administration and Office Management Professional	730
Singapore	2024-11-08	2024-11-04	Advanced Documents & Records Management Compliance	123
Trabzon	2024-11-15	2024-11-04	The Office Professional and Records Management Masterclass	558
Beijing	2024-11-08	2024-11-04	Document Control	604
London	2024-11-08	2024-11-04	Secretariat _ Future Office Management	693
Singapore	2024-11-08	2024-11-04	Strategies for the security of documents and electronic information	506
Barcelona	2024-11-08	2024-11-04	Executive Secretariat and Office Management for Top Management	689
Istanbul	2024-11-08	2024-11-04	Communication & Planning Skills for Administrative Professionals	453
Istanbul	2024-11-08	2024-11-04	Advanced Office Management & Effective Management Skills	103
Zurich	2024-11-08	2024-11-04	Efficient Administration Skills	556
Toronto	2024-11-08	2024-11-04	Effective Report Writing Skills	688
Brussels	2024-11-08	2024-11-04	Control and electronic archiving for Office Managers	543
Amsterdam	2024-11-08	2024-11-04	Administration and Office Management: Best Practices and Technologies	682
Kuala Lumpur	2024-11-08	2024-11-04	The Senior Secretary Development Programme ((Professional Certificate	256

Berlin	2024-11-08	2024-11-04	E Library Management Techniques	514
Bangkok	2024-11-08	2024-11-04	Advanced Office Management & Secretarial Effective Administration Skills	686
Zurich	2024-11-08	2024-11-04	Strategic Planning for Records and Archives Services	751
Doha	2024-11-14	2024-11-10	The Support Staff and Administrative Assistant	363
Jeddah	2024-11-14	2024-11-10	Communication & Planning Skills for Administrative Professionals	453
Marrakesh	2024-11-14	2024-11-10	The Professional Certified Office Manager Programme	258
Beirut	2024-11-14	2024-11-10	Communication Skills	121
Cairo	2024-11-14	2024-11-10	Secretariat _ Future Office Management	693
Sharm ElShaikh	2024-11-14	2024-11-10	Effective Presentation Skills	265
Kuwait	2024-11-14	2024-11-10	Strategies for the security of documents and electronic information	506
Manama	2024-11-14	2024-11-10	Effective Administration Skills for Secretaries	104
DUBAI	2024-11-14	2024-11-10	Internal Consultancy Skills at Work	237
Beirut	2024-11-14	2024-11-10	Executive Office Administration and Secretarial Skills	483
Manama	2024-11-14	2024-11-10	Critical Competencies for Administrators & Secretaries	456

Kuwait	2024-11-14	2024-11-10	Advanced Documents & Records Management Compliance	123
Jeddah	2024-11-14	2024-11-10	Advanced Office Management & Effective Management Skills	103
Casablanca	2024-11-14	2024-11-10	Effective Office Management	402
Riyadh	2024-11-14	2024-11-10	Office Management & Effective Administration Skills	408
Amman	2024-11-14	2024-11-10	The Senior Secretary Development Programme ((Professional Certificate	256
Muscat	2024-11-14	2024-11-10	Advanced Office Management & Secretarial Effective Administration Skills	686
Riyadh	2024-11-14	2024-11-10	Strategic Planning for Records and Archives Services	751
DUBAI	2024-11-14	2024-11-10	Strategic Planning for Records and Archives Services	751
DUBAI	2024-11-14	2024-11-10	Advanced Documents & Records Management Compliance	123
Berlin	2024-11-15	2024-11-11	Professional Secretarial & Administration Skills	512
Barcelona	2024-11-15	2024-11-11	Effective Report Writing Skills	688
Bangkok	2024-11-15	2024-11-11	Administration and Office Management: Best Practices and Technologies	682
Beijing	2024-11-22	2024-11-11	The Office Professional and Records Management Masterclass	558

London	2024-11-15	2024-11-11	Executive Secretariat and Office Management for Top Management	689
Istanbul	2024-11-15	2024-11-11	Archiving & Filing	418
Trabzon	2024-11-15	2024-11-11	Efficient Administration Skills	556
Zurich	2024-11-15	2024-11-11	Control and electronic archiving for Office Managers	543
Toronto	2024-11-15	2024-11-11	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Amsterdam	2024-11-15	2024-11-11	Document Control	604
Kuala Lumpur	2024-11-15	2024-11-11	The Senior Administrator Program	238
Singapore	2024-11-15	2024-11-11	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Brussels	2024-11-15	2024-11-11	E Library Management Techniques	514
Singapore	2024-11-15	2024-11-11	Administrative & Executive Secretarial Skills	122
Geneva	2024-11-15	2024-11-11	Administration and Office Management Professional	730
Jeddah	2024-11-21	2024-11-17	Archiving & Filing	418
Amman	2024-11-21	2024-11-17	The Senior Administrator Program	238
Beirut	2024-11-21	2024-11-17	Effective Administration Skills for Secretaries	104
Kuwait	2024-11-21	2024-11-17	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504

Riyadh	2024-11-21	2024-11-17	Effective Office Management	402
Muscat	2024-11-21	2024-11-17	Administration and Office Management: Best Practices and Technologies	682
Beirut	2024-11-21	2024-11-17	Critical Competencies for Administrators & Secretaries	456
DUBAI	2024-11-21	2024-11-17	Advanced Documents & Records Management Compliance	123
Manama	2024-11-21	2024-11-17	Communication & Planning Skills for Administrative Professionals	453
Sharm ElShaikh	2024-11-21	2024-11-17	The Professional Certified Office Manager Programme	258
Manama	2024-11-21	2024-11-17	Advanced Office Management & Effective Management Skills	103
Doha	2024-11-21	2024-11-17	Effective Presentation Skills	265
Casablanca	2024-11-21	2024-11-17	The Support Staff and Administrative Assistant	363
Marrakesh	2024-11-21	2024-11-17	The Senior Secretary Development Programme ((Professional Certificate	256
Cairo	2024-11-21	2024-11-17	Executive Secretariat and Office Management for Top Management	689
Kuwait	2024-11-21	2024-11-17	Administrative & Executive Secretarial Skills	122
Cairo	2024-11-21	2024-11-17	Strategic Planning for Records and Archives Services	751
Brussels	2024-11-22	2024-11-18	Professional Secretarial & Administration Skills	512

Amsterdam	2024-11-29	2024-11-18	The Office Professional and Records Management Masterclass	558	
Berlin	2024-11-22	2024-11-18	Strategies for the security of documents and electronic information	506	
Kuala Lumpur	2024-11-22	2024-11-18	Internal Consultancy Skills at Work	237	
Trabzon	2024-11-22	2024-11-18	Control and electronic archiving for Office Managers	543	
Bangkok	2024-11-22	2024-11-18	Document Control	604	
Geneva	2024-11-22	2024-11-18	Secretariat _ Future Office Management	693	
Singapore	2024-11-22	2024-11-18	Executive Office Administration and Secretarial Skills	483	
Istanbul	2024-11-22	2024-11-18	Office Management & Effective Administration Skills	408	
Beijing	2024-11-22	2024-11-18	Efficient Administration Skills	556	
London	2024-11-22	2024-11-18	Effective Report Writing Skills	688	
Singapore	2024-11-22	2024-11-18	Communication Skills	121	
Barcelona	2024-11-22	2024-11-18	Documents and Records Management Compliance: ((ISO: 15489 Standard	687	
Zurich	2024-11-22	2024-11-18	E Library Management Techniques	514	
Toronto	2024-11-22	2024-11-18	Advanced Office Management & Secretarial Effective Administration Skills	686	
	Vienna	2024-11-22	2024-11-18	Administration and Office Management Professional	730

Riyadh	2024-11-28	2024-11-24	The Support Staff and Administrative Assistant	363
Doha	2024-11-28	2024-11-24	The Professional Certified Office Manager Programme	258
Kuwait	2024-11-28	2024-11-24	Communication Skills	121
Casablanca	2024-11-28	2024-11-24	Effective Presentation Skills	265
Cairo	2024-11-28	2024-11-24	Effective Report Writing Skills	688
Amman	2024-11-28	2024-11-24	Internal Consultancy Skills at Work	237
Kuwait	2024-11-28	2024-11-24	Executive Office Administration and Secretarial Skills	483
Muscat	2024-11-28	2024-11-24	Document Control	604
Beirut	2024-11-28	2024-11-24	Communication & Planning Skills for Administrative Professionals	453
Manama	2024-11-28	2024-11-24	Archiving & Filing	418
Marrakesh	2024-11-28	2024-11-24	The Senior Administrator Program	238
Beirut	2024-11-28	2024-11-24	Advanced Office Management & Effective Management Skills	103
Jeddah	2024-11-28	2024-11-24	Office Management & Effective Administration Skills	408
Sharm ElShaikh	2024-11-28	2024-11-24	The Senior Secretary Development Programme ((Professional Certificate	256
DUBAI	2024-11-28	2024-11-24	Administrative & Executive Secretarial Skills	122
Khobar	2024-11-28	2024-11-24	The Professional Certified Office Manager Programme	258

Khobar	2024-11-28	2024-11-24	Administration and Office Management Professional	730	
Tunisia	2024-11-28	2024-11-24	Strategic Planning for Records and Archives Services	751	
Barcelona	2024-11-29	2024-11-25	Advanced Office Management & Secretarial Effective Administration Skills	686	
Zurich	2024-11-29	2024-11-25	Professional Secretarial & Administration Skills	512	
Brussels	2024-11-29	2024-11-25	Strategies for the security of documents and electronic information	506	
Berlin	2024-11-29	2024-11-25	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504	
Toronto	2024-11-29	2024-11-25	Administration and Office Management: Best Practices and Technologies	682	
Kuala Lumpur	2024-11-29	2024-11-25	Advanced Documents & Records Management Compliance	123	
Vienna	2024-11-29	2024-11-25	Secretariat _ Future Office Management	693	
Amsterdam	2024-11-29	2024-11-25	Efficient Administration Skills	556	
Bangkok	2024-12-06	2024-11-25	The Office Professional and Records Management Masterclass	558	
Geneva	2024-11-29	2024-11-25	Executive Secretariat and Office Management for Top Management	689	
	Singapore	2024-11-29	2024-11-25	Critical Competencies for Administrators & Secretaries	456

Istanbul	2024-11-29	2024-11-25	Effective Office Management	402
Beijing	2024-11-29	2024-11-25	Control and electronic archiving for Office Managers	543
Singapore	2024-11-29	2024-11-25	Effective Administration Skills for Secretaries	104
London	2024-11-29	2024-11-25	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Trabzon	2024-11-29	2024-11-25	E Library Management Techniques	514
Munich	2024-11-29	2024-11-25	Administration and Office Management Professional	730
Riyadh	2024-12-05	2024-12-01	Effective Presentation Skills	265
DUBAI	2024-12-05	2024-12-01	Communication Skills	121
Kuwait	2024-12-05	2024-12-01	Effective Administration Skills for Secretaries	104
Sharm ElShaikh	2024-12-05	2024-12-01	The Senior Administrator Program	238
Jeddah	2024-12-05	2024-12-01	Effective Office Management	402
Kuwait	2024-12-05	2024-12-01	Critical Competencies for Administrators & Secretaries	456
Doha	2024-12-05	2024-12-01	The Senior Secretary Development Programme ((Professional Certificate	256
Amman	2024-12-05	2024-12-01	Advanced Documents & Records Management Compliance	123
Casablanca	2024-12-05	2024-12-01	The Professional Certified Office Manager Programme	258

Muscat	2024-12-12	2024-12-01	The Office Professional and Records Management Masterclass	558
Beirut	2024-12-05	2024-12-01	Archiving & Filing	418
Manama	2024-12-05	2024-12-01	Office Management & Effective Administration Skills	408
Marrakesh	2024-12-05	2024-12-01	Internal Consultancy Skills at Work	237
Cairo	2024-12-05	2024-12-01	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Singapore	2024-12-06	2024-12-02	Communication & Planning Skills for Administrative Professionals	453
Zurich	2024-12-06	2024-12-02	Strategies for the security of documents and electronic information	506
Barcelona	2024-12-06	2024-12-02	Administration and Office Management: Best Practices and Technologies	682
Brussels	2024-12-06	2024-12-02	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Berlin	2024-12-06	2024-12-02	Executive Office Administration and Secretarial Skills	483
Singapore	2024-12-06	2024-12-02	Advanced Office Management & Effective Management Skills	103
Amsterdam	2024-12-06	2024-12-02	Control and electronic archiving for Office Managers	543
Toronto	2024-12-06	2024-12-02	Document Control	604

Munich	2024-12-06	2024-12-02	Secretariat - Future Office Management	693
Vienna	2024-12-06	2024-12-02	Executive Secretariat and Office Management for Top Management	689
Bangkok	2024-12-06	2024-12-02	Efficient Administration Skills	556
Geneva	2024-12-06	2024-12-02	Effective Report Writing Skills	688
Trabzon	2024-12-06	2024-12-02	Professional Secretarial & Administration Skills	512
Istanbul	2024-12-06	2024-12-02	The Support Staff and Administrative Assistant	363
Beijing	2024-12-06	2024-12-02	E Library Management Techniques	514
London	2024-12-06	2024-12-02	Advanced Office Management & Secretarial Effective Administration Skills	686
Kuala Lumpur	2024-12-06	2024-12-02	Administrative & Executive Secretarial Skills	122
Prague	2024-12-06	2024-12-02	Administration and Office Management Professional	730
Beijing	2024-12-06	2024-12-02	Strategic Planning for Records and Archives Services	751
Jeddah	2024-12-12	2024-12-08	The Support Staff and Administrative Assistant	363
Cairo	2024-12-12	2024-12-08	Advanced Office Management & Secretarial Effective Administration Skills	686
Sharm ElShaikh	2024-12-12	2024-12-08	Internal Consultancy Skills at Work	237

DUBAI	2024-12-12	2024-12-08	Effective Administration Skills for Secretaries	104
Doha	2024-12-12	2024-12-08	The Senior Administrator Program	238
Riyadh	2024-12-12	2024-12-08	The Professional Certified Office Manager Programme	258
Kuwait	2024-12-12	2024-12-08	Communication & Planning Skills for Administrative Professionals	453
Kuwait	2024-12-12	2024-12-08	Advanced Office Management & Effective Management Skills	103
Beirut	2024-12-12	2024-12-08	Office Management & Effective Administration Skills	408
Muscat	2024-12-12	2024-12-08	Efficient Administration Skills	556
Manama	2024-12-12	2024-12-08	Effective Office Management	402
Casablanca	2024-12-12	2024-12-08	The Senior Secretary Development Programme ((Professional Certificate	256
Amman	2024-12-12	2024-12-08	Administrative & Executive Secretarial Skills	122
Marrakesh	2024-12-12	2024-12-08	Advanced Documents & Records Management Compliance	123
Khobar	2024-12-12	2024-12-08	The Support Staff and Administrative Assistant	363
Sharm ElShaikh	2024-12-12	2024-12-08	Strategic Planning for Records and Archives Services	751
Trabzon	2024-12-13	2024-12-09	Strategies for the security of documents and electronic information	506

Kuala Lumpur	2024-12-13	2024-12-09	Communication Skills	121
Beijing	2024-12-13	2024-12-09	Professional Secretarial & Administration Skills	512
Istanbul	2024-12-13	2024-12-09	Effective Presentation Skills	265
Zurich	2024-12-13	2024-12-09	Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries _ PAs	504
Brussels	2024-12-13	2024-12-09	Executive Office Administration and Secretarial Skills	483
London	2024-12-13	2024-12-09	Administration and Office Management: Best Practices and Technologies	682
Berlin	2024-12-13	2024-12-09	Critical Competencies for Administrators & Secretaries	456
Barcelona	2024-12-13	2024-12-09	Document Control	604
Prague	2024-12-13	2024-12-09	Secretariat _ Future Office Management	693
Toronto	2024-12-20	2024-12-09	The Office Professional and Records Management Masterclass	558
Munich	2024-12-13	2024-12-09	Executive Secretariat and Office Management for Top Management	689
Singapore	2024-12-13	2024-12-09	Archiving & Filing	418
Vienna	2024-12-13	2024-12-09	Effective Report Writing Skills	688
Bangkok	2024-12-13	2024-12-09	Control and electronic archiving for Office Managers	543

Geneva	2024-12-13	2024-12-09	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Amsterdam	2024-12-13	2024-12-09	E Library Management Techniques	514
Rome	2024-12-13	2024-12-09	Administration and Office Management Professional	730
Rome	2024-12-13	2024-12-09	Strategic Planning for Records and Archives Services	751
Doha	2024-12-19	2024-12-15	Internal Consultancy Skills at Work	237
Amman	2024-12-19	2024-12-15	Communication Skills	121
Cairo	2024-12-19	2024-12-15	Administration and Office Management: Best Practices and Technologies	682
Riyadh	2024-12-19	2024-12-15	The Senior Secretary Development Programme ((Professional Certificate	256
Jeddah	2024-12-19	2024-12-15	Effective Presentation Skills	265
Sharm ElShaikh	2024-12-19	2024-12-15	Advanced Documents & Records Management Compliance	123
Casablanca	2024-12-19	2024-12-15	The Senior Administrator Program	238
Kuwait	2024-12-19	2024-12-15	Archiving & Filing	418
DUBAI	2024-12-19	2024-12-15	Advanced Office Management & Effective Management Skills	103
Marrakesh	2024-12-19	2024-12-15	Administrative & Executive Secretarial Skills	122
Beirut	2024-12-19	2024-12-15	Effective Office Management	402

Muscat	2024-12-19	2024-12-15	Control and electronic archiving for Office Managers	543
Manama	2024-12-19	2024-12-15	The Support Staff and Administrative Assistant	363
Manama	2024-12-19	2024-12-15	Strategic Planning for Records and Archives Services	751
Khobar	2024-12-19	2024-12-15	Strategic Planning for Records and Archives Services	751
Beijing	2024-12-20	2024-12-16	Strategies for the security of documents and electronic information	506
Kuala Lumpur	2024-12-20	2024-12-16	Effective Administration Skills for Secretaries	104
Trabzon	2024-12-20	2024-12-16	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Zurich	2024-12-20	2024-12-16	Executive Office Administration and Secretarial Skills	483
Brussels	2024-12-20	2024-12-16	Critical Competencies for Administrators & Secretaries	456
London	2024-12-20	2024-12-16	Document Control	604
Rome	2024-12-20	2024-12-16	Secretariat _ Future Office Management	693
Istanbul	2024-12-20	2024-12-16	The Professional Certified Office Manager Programme	258
Berlin	2024-12-20	2024-12-16	Communication & Planning Skills for Administrative Professionals	453

Prague	2024-12-20	2024-12-16	Executive Secretariat and Office Management for Top Management	689
Toronto	2024-12-20	2024-12-16	Efficient Administration Skills	556
Munich	2024-12-20	2024-12-16	Effective Report Writing Skills	688
Amsterdam	2024-12-20	2024-12-16	Professional Secretarial & Administration Skills	512
Barcelona	2024-12-27	2024-12-16	The Office Professional and Records Management Masterclass	558
Vienna	2024-12-20	2024-12-16	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Singapore	2024-12-20	2024-12-16	Office Management & Effective Administration Skills	408
Bangkok	2024-12-20	2024-12-16	E Library Management Techniques	514
Geneva	2024-12-20	2024-12-16	Advanced Office Management & Secretarial Effective Administration Skills	686
Jakarta	2024-12-20	2024-12-16	Administration and Office Management Professional	730
Marrakesh	2024-12-26	2024-12-22	Communication Skills	121
Riyadh	2024-12-26	2024-12-22	The Senior Administrator Program	238
Manama	2024-12-26	2024-12-22	Effective Presentation Skills	265
Casablanca	2024-12-26	2024-12-22	Internal Consultancy Skills at Work	237

Amman	2024-12-26	2024-12-22	Effective Administration Skills for Secretaries	104
Cairo	2024-12-26	2024-12-22	Document Control	604
Kuwait	2024-12-26	2024-12-22	Office Management & Effective Administration Skills	408
Beirut	2024-12-26	2024-12-22	The Support Staff and Administrative Assistant	363
Muscat	2024-12-26	2024-12-22	E Library Management Techniques	514
Sharm ElShaikh	2024-12-26	2024-12-22	Administrative & Executive Secretarial Skills	122
Doha	2024-12-26	2024-12-22	Advanced Documents & Records Management Compliance	123
Jeddah	2024-12-26	2024-12-22	The Professional Certified Office Manager Programme	258
Tunisia	2024-12-26	2024-12-22	Administration and Office Management Professional	730
Khobar	2024-12-26	2024-12-22	Control and electronic archiving for Office Managers	543
Muscat	2024-12-26	2024-12-22	Strategic Planning for Records and Archives Services	751
Bangkok	2024-12-27	2024-12-23	Professional Secretarial & Administration Skills	512
Singapore	2024-12-27	2024-12-23	Effective Office Management	402
Amsterdam	2024-12-27	2024-12-23	Strategies for the security of documents and electronic information	506
Beijing	2024-12-27	2024-12-23	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504

Geneva	2024-12-27	2024-12-23	Administration and Office Management: Best Practices and Technologies	682
Zurich	2024-12-27	2024-12-23	Critical Competencies for Administrators & Secretaries	456
Barcelona	2024-12-27	2024-12-23	Efficient Administration Skills	556
Jakarta	2024-12-27	2024-12-23	Secretariat _ Future Office Management	693
Brussels	2024-12-27	2024-12-23	Communication & Planning Skills for Administrative Professionals	453
Trabzon	2024-12-27	2024-12-23	Executive Office Administration and Secretarial Skills	483
London	2025-01-03	2024-12-23	The Office Professional and Records Management Masterclass	558
Rome	2024-12-27	2024-12-23	Executive Secretariat and Office Management for Top Management	689
Berlin	2024-12-27	2024-12-23	Archiving & Filing	418
Kuala Lumpur	2024-12-27	2024-12-23	Advanced Office Management & Effective Management Skills	103
Prague	2024-12-27	2024-12-23	Effective Report Writing Skills	688
Toronto	2024-12-27	2024-12-23	Control and electronic archiving for Office Managers	543
Munich	2024-12-27	2024-12-23	Documents and Records Management Compliance: ((ISO: 15489 Standard	687

Istanbul	2024-12-27	2024-12-23	The Senior Secretary Development Programme (Professional Certificate)	256
Vienna	2024-12-27	2024-12-23	Advanced Office Management & Secretarial Effective Administration Skills	686
Marrakesh	2025-01-02	2024-12-29	Administrative & Executive Secretarial Skills	122
Riyadh	2025-01-02	2024-12-29	The Senior Secretary Development Programme ((Professional Certificate	256
Manama	2025-01-02	2024-12-29	The Support Staff and Administrative Assistant	363
Jeddah	2025-01-02	2024-12-29	Effective Presentation Skills	265
Casablanca	2025-01-02	2024-12-29	The Senior Administrator Program	238
Amman	2025-01-02	2024-12-29	Communication Skills	121
Cairo	2025-01-02	2024-12-29	Administration and Office Management: Best Practices and Technologies	682
Kuwait	2025-01-02	2024-12-29	Archiving & Filing	418
Beirut	2025-01-02	2024-12-29	Effective Office Management	402
Muscat	2025-01-02	2024-12-29	Control and electronic archiving for Office Managers	543
DUBAI	2025-01-02	2024-12-29	Advanced Office Management & Effective Management Skills	103

Sharm ElShaikh	2025-01-02	2024-12-29	Advanced Documents & Records Management Compliance	123
Doha	2025-01-02	2024-12-29	Internal Consultancy Skills at Work	237
Khobar	2025-01-02	2024-12-29	Advanced Office Management & Secretarial Effective Administration Skills	686
Tunisia	2025-01-02	2024-12-29	Strategic Planning for Records and Archives Services	751
Bangkok	2025-01-03	2024-12-30	E Library Management Techniques	514
Amsterdam	2025-01-03	2024-12-30	Professional Secretarial & Administration Skills	512
Singapore	2025-01-03	2024-12-30	Office Management & Effective Administration Skills	408
Beijing	2025-01-03	2024-12-30	Strategies for the security of documents and electronic information	506
Geneva	2025-01-03	2024-12-30	Advanced Office Management & Secretarial Effective Administration Skills	686
Zurich	2025-01-03	2024-12-30	Executive Office Administration and Secretarial Skills	483
Trabzon	2025-01-03	2024-12-30	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Brussels	2025-01-03	2024-12-30	Critical Competencies for Administrators & Secretaries	456

London	2025-01-03	2024-12-30	Document Control	604
Rome	2025-01-03	2024-12-30	Secretariat _ Future Office Management	693
Berlin	2025-01-03	2024-12-30	Communication & Planning Skills for Administrative Professionals	453
Kuala Lumpur	2025-01-03	2024-12-30	Effective Administration Skills for Secretaries	104
Prague	2025-01-03	2024-12-30	Executive Secretariat and Office Management for Top Management	689
Barcelona	2025-01-10	2024-12-30	The Office Professional and Records Management Masterclass	558
Toronto	2025-01-03	2024-12-30	Efficient Administration Skills	556
Munich	2025-01-03	2024-12-30	Effective Report Writing Skills	688
Istanbul	2025-01-03	2024-12-30	The Professional Certified Office Manager Programme	258
Vienna	2025-01-03	2024-12-30	Documents and Records Management Compliance: ((ISO: 15489 Standard	687
Jakarta	2025-01-03	2024-12-30	Administration and Office Management Professional	730
Berlin	2025-01-03	2024-12-30	Strategic Planning for Records and Archives Services	751
Marrakesh	2025-01-09	2025-01-05	Communication Skills	121
Jeddah	2025-01-09	2025-01-05	The Professional Certified Office Manager Programme	258
DUBAI	2025-01-09	2025-01-05	Administrative & Executive Secretarial Skills	122
Muscat	2025-01-09	2025-01-05	E Library Management Techniques	514

Cairo	2025-01-09	2025-01-05	Document Control	604
Beirut	2025-01-09	2025-01-05	The Support Staff and Administrative Assistant	363
Casablanca	2025-01-09	2025-01-05	Internal Consultancy Skills at Work	237
Manama	2025-01-09	2025-01-05	Effective Presentation Skills	265
Amman	2025-01-09	2025-01-05	Effective Administration Skills for Secretaries	104
Kuwait	2025-01-09	2025-01-05	Office Management & Effective Administration Skills	408
Riyadh	2025-01-09	2025-01-05	The Senior Administrator Program	238
Doha	2025-01-09	2025-01-05	Advanced Documents & Records Management Compliance	123
Tunisia	2025-01-09	2025-01-05	Administration and Office Management Professional	730
Beirut	2025-01-09	2025-01-05	Strategic Planning for Records and Archives Services	751
Singapore	2025-01-10	2025-01-06	Effective Office Management	402
Bangkok	2025-01-10	2025-01-06	Professional Secretarial & Administration Skills	512
Istanbul	2025-01-10	2025-01-06	The Senior Secretary Development Programme ((Professional Certificate	256
Barcelona	2025-01-10	2025-01-06	Efficient Administration Skills	556
Amsterdam	2025-01-10	2025-01-06	Strategies for the security of documents and electronic information	506

Vienna	2025-01-10	2025-01-06	Advanced Office Management & Secretarial Effective Administration Skills	686
Beijing	2025-01-10	2025-01-06	Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	504
Geneva	2025-01-10	2025-01-06	Administration and Office Management: Best Practices and Technologies	682
Zurich	2025-01-10	2025-01-06	Critical Competencies for Administrators & Secretaries	456
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Brussels	2025-01-10	2025-01-06	Communication & Planning Skills for Administrative Professionals	453
Berlin	2025-01-10	2025-01-06	Archiving & Filing	418
London	2025-01-17	2025-01-06	The Office Professional and Records Management Masterclass	558
Rome	2025-01-10	2025-01-06	Executive Secretariat and Office Management for Top Management	689
Prague	2025-01-10	2025-01-06	Effective Report Writing Skills	688
Trabzon	2025-01-10	2025-01-06	Executive Office Administration and Secretarial Skills	483
Toronto	2025-01-10	2025-01-06	Control and electronic archiving for Office Managers	543
Munich	2025-01-10	2025-01-06	Documents and Records Management Compliance: ((ISO: 15489 Standard	687

Kuala Lumpur	2025-01-10	2025-01-06	Advanced Office Management & Effective Management Skills	103
Jakarta	2025-01-10	2025-01-06	Strategic Planning for Records and Archives Services	751



Training Plan

📞 220 88 5 66
✉ info@pathwaysq8.com

الفروانية - شارع حبيب مناور - مجمع فهد غشام البصمان رقم ٣٤ - الدور ١١ - مكتب رقم ٥١
ALFarwaniya - Habib Manawar Street - Fahd Ghasham Al Bsman Complex No. 34 - Floor 11 - Office No. 51