MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL

"Enhance Your Administrative Expertise and Become a Strategic Asset to Your Organization."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Administration and office management are vital to ensuring smooth operations, effective coordination, and professional excellence within any organization. The Administration and Office Management Professional course is designed to equip participants with the essential knowledge, skills, and techniques required to manage administrative functions efficiently, communicate effectively, and maintain organizational discipline.

This program combines modern administrative practices with practical tools for time management, communication, leadership, and digital proficiency. Participants will gain hands-on experience in managing office systems, organizing tasks, supervising support staff, and improving workflow. The course aims to transform administrative professionals into confident, organized, and resourceful individuals who can contribute directly to organizational success.

Objectives

By the end of this course, participants will be able to:

- Understand the key functions and principles of modern office management.
- Develop effective communication and interpersonal skills for professional interactions.
- Apply advanced administrative and organizational techniques to improve productivity.
- Plan, coordinate, and manage office activities efficiently.
- Handle documentation, filing systems, and information management effectively.
- Strengthen leadership, teamwork, and problem-solving skills in office environments.
- Utilize technology and digital tools for better administrative performance.

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Why Attend

In the fast-paced business environment of today, administrative professionals play a strategic role in ensuring organizational stability and operational excellence. This course provides the practical tools and techniques necessary to excel in administrative and managerial roles. Whether you are starting your career or seeking to enhance your existing skills, this program offers the knowledge and confidence needed to perform with professionalism, precision, and leadership.

Target Audience

This course is ideal for:

- Office Administrators and Coordinators
- Executive Assistants and Personal Secretaries
- Office Managers and Supervisors
- HR and Operations Officers
- Project and Administrative Support Staff
- Professionals aspiring to develop advanced administrative competencies

Individual Benefits

- Strengthen organizational and time management skills.
- Improve professional communication and reporting abilities.
- Develop leadership and decision-making confidence.
- Enhance productivity through structured office systems.
- Gain practical knowledge of modern administrative tools and practices.
- Boost employability and career growth opportunities in administrative roles.

Organizational Benefits

- Streamlined office operations and improved efficiency.
- Better communication and coordination across departments.
- Reduced administrative errors and improved workflow management.
- Increased productivity and employee accountability.
- Enhanced internal professionalism and organizational image.
- Empowered administrative staff capable of supporting executive functions.

Instructional Methodology

The training emphasizes interactive learning and practical application through:

- Instructor-led lectures and discussions
- Real-world administrative case studies
- Hands-on exercises in documentation and office management
- Role-playing and teamwork activities
- Group workshops and problem-solving sessions
- Continuous feedback, mentoring, and performance evaluation

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Course Outline

Module 1: The Role of an Office Administrator in Modern Organizations

Module 2: Principles of Effective Office Management

Module 3: Time Management and Prioritization Strategies

Module 4: Business Communication and Professional Correspondence

Module 5: Document Control, Filing Systems, and Record Management

Module 6: Planning and Organizing Meetings, Events, and Schedules

Module 7: Leadership and Supervision for Administrative Professionals

Module 8: Conflict Resolution and Workplace Etiquette

Module 9: Digital Tools and Technology for Office Management

Module 10: Capstone Project – Designing an Efficient Office System

Certification

Upon successful completion, participants will receive a Certificate in Administration and Office Management Professional, validating their proficiency in managing office operations, coordinating administrative systems, and supporting organizational leadership effectively.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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