



*Training Course:  
Administrative Assistant Specialist*

*1 - 5 July 2024  
Accra (Ghana)*

## Training Course: Administrative Assistant Specialist

Training Course code: OM234893 From: 1 - 5 July 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

What does an administrative assistant do? The administrative assistant is a diverse role needed by almost every office to perform a variety of clerical and administrative tasks. There is an array of support tasks that have to be executed promptly and order to ensure coordination among the fundamental business functions.

Administrative Assistants may work on a one-on-one basis with the executives, high-ranking officials, and managers or may work for a particular team, project, or department. Their job is to handle different interrelated interactions between the organization and its employees to ensure coordination and productivity.

### Course Objectives

The administrative Assistant Training Certification Course aims to fulfil the following objectives:

- Develop organizational skills within the participant with a view of utilizing organizational resources to the optimum
- Prepare participants to be active in situations of stress with a problem-solving mindset along with a creative approach
- Inculcate within the participants the basics of routine tasks such as answering phone calls, taking notes, arranging meetings, etc.
- Preparing participants for specialized job responsibilities specific to certain industries such as Administrative Assistants to financial officials will be required to understand the basics of accounting and financial management, reading financial reports, gathering financial data, and so on
- Release the Executives and managers from the burden of cumbersome tasks that don't involve personal interference of the manager and thus allow them to focus on the most important jobs as the support tasks would be taken care of by the administrative assistants
- To develop the participant into a person who acts as a connecting link between the manager and the rest of the organization

### Course Methodology

- Interactive sessions and lectures
- Presentations
- Management games
- Roleplaying/modelling
- Case studies
- Group discussions
- Problem-solving sessions

### Organisational Benefits

Successful completion of the Administrative Assistant Training Certification Course will help the organization in the following ways:

- A well-trained administrative assistant will systematically perform clerical duties and thus the rest of the team, managers will be able to dedicate their time and resources solely to major functions
- A competent Administrative Assistant will be like the face of the company who greets clients on a regular basis. Specifically, due to this reason, the training program also focuses on helping the participants develop a candid and friendly demeanour towards the clients or visitors
- With proficient communication skills, administrative assistants are capable of turning into the nerve centre of business communication. Communication may take place through them and they can streamline the necessary information to required authorities timely.

## Personal Benefits

Successful completion of the Administrative Assistant Training Certification Course will benefit the participant at a personal level in the following ways:

- Participants will become adept at performing office procedures through practical knowledge acquired during the course of the certification
- Gain familiarity with various technical and computer skills
- Develop a creative mindset that promotes innovation and problem solving
- Gain the prestige of becoming an asset for the company, thereby boosting self-confidence
- Enhanced skill set will increase the employability of the participants and help them gain an advantage over peers

## Target Audience

- Administrative assistant
- Administrative Coordinator
- Office assistants
- Office clerk
- Office secretary
- Front office managers
- Receptionists
- Supervisors
- General managers
- Entrepreneurs and start-up founders

## Course Outline

### Day 1

#### Need of an Administrative Assistant

- Recognising the employers' need
- Getting well-versed in employer's responsibilities
- Job duties
- Setting up a workstation
- Work planning
- Dictation

### Day 2

#### Telephone Handling and Etiquettes

- Taking and screening calls
- Taking messages
- Telephone manners

### Day 3

#### Handling of Mail

- Inward and outward mail
- Email etiquettes
- Physical mail
- Electronic mail

### Day 4

#### Records Management

- Filing system
- Filing equipment
- Documentation
- Maintaining confidentiality

### Day 5

#### Business Communication and Networking

- Business correspondence
- Drafting business letters
- Internal business communication
- Preparing business reports
- Business networking on behalf of the employer

### Day 6

#### Computer and Technical Skills

- Word processing applications
- Spreadsheet's software
- Presentation skills
- Internet skills
- Using the internet for research
- Office equipment

### Day 7

#### Introduction to Book-keeping

- Recording financial transactions
- Basics of Accounting
- Source documents
- Financial statement
- Reading financial reports

## Day 8

### Time Management

- Prioritizing projects
- Time management strategies
- Planning ahead

## Registration form on the Training Course: Administrative Assistant Specialist

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.