



*Training Course:
Certified Office Manager Specialist*

*3 - 7 November 2025
Paris (France)*

Training Course: Certified Office Manager Specialist

Training Course code: OM236254 From: 3 - 7 November 2025 Venue: Paris (France) - Training Course Fees: 5500 € Euro

Introduction

The role of an Office Manager has evolved significantly in today's fast-paced, technology-driven business environment. The **Certified Office Manager Specialist** program equips participants with the critical skills required to effectively manage office operations, lead teams, implement innovative solutions, and embrace emerging technologies. Designed by **Global Horizon Training Center**, this course provides a comprehensive blend of administrative mastery, communication excellence, leadership capabilities, problem-solving strategies, and modern office technologies to prepare professionals for a high-performing, strategic office management role.

Course Objectives

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

- Master core office administration principles and best practices.
- Develop advanced communication and interpersonal skills to manage diverse stakeholders.
- Build strong leadership and team management capabilities.
- Apply effective problem-solving, decision-making, and change management techniques.
- Leverage modern and emerging technologies to enhance office productivity and efficiency.

Target Audience

This program is ideal for:

- Office Managers, Executive Assistants, and Administrative Professionals seeking certification.
- Professionals aiming to transition into senior administrative or management roles.
- Individuals responsible for leading teams, managing office operations, and implementing organizational improvements.

Course Methodology

The course uses a blended approach including:

- Expert-led presentations and discussions.
- Practical exercises, role-playing, and group activities.

- Case studies and real-world examples.
- Peer-to-peer learning and collaborative problem-solving sessions.

Organizational Impact

Upon completion, participants will:

- Enhance operational efficiency and organizational effectiveness.
- Improve team performance and workplace communication.
- Strengthen decision-making and problem-solving within the office environment.
- Ensure the organization is equipped to adapt to technological advancements and modern office practices.

Outlines

Day 1:

Mastering Office Administration

- The Office Manager's Role & Key Responsibilities
- Implementing Effective Office Organization Systems
- Time Management & Prioritization Techniques for Efficiency
- Essential Communication Skills for Office Professionals

Day 2:

Building Communication & Interpersonal Excellence

- Professional Communication Strategies for Impact
- Delivering Exceptional Customer Service
- Interpersonal Skills for Collaboration and Teamwork
- Conflict Resolution Techniques for Office Managers

Day 3:

Developing Strong Leadership Capabilities

- Leadership Styles and Measuring Effectiveness

- Building & Motivating High-Performing Teams
- Delegation Strategies and Empowering Team Members
- Effective Communication Techniques for Leaders

Day 4:

Problem-Solving & Best Practice Strategies

- Identifying and Analysing Operational Challenges
- Creative Problem-Solving Tools and Techniques
- Decision-Making Frameworks for Office Leaders
- Adapting to Change and Embracing Continuous Improvement

Day 5:

Technology in the Modern Office

- Leveraging Technology for Enhanced Office Operations
- Emerging Technologies & Their Impact on Office Management
- Career Path Development & Continuous Professional Growth
- Program Review, Q&A, and Certification Assessment

Registration form on the Training Course: Certified Office Manager 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:
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Personal E-Mail:
Official E-Mail:

Company Information

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Address:
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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
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