



*Training Course:
Advanced Office Management & Handling
Pressure & Stress*

*8 - 12 March 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Advanced Office Management & Handling Pressure & Stress

Training Course code: OM234839 From: 8 - 12 March 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

This program, designed by Global Horizon Training Center, equips office managers, administrators, and secretaries with the advanced interpersonal, behavioral, and professional skills required to perform effectively under pressure.

In today's demanding work environment, administrative professionals must balance multiple responsibilities while maintaining efficiency, communication quality, and emotional control. This program focuses on enhancing productivity, stress management, leadership, and decision-making capabilities to ensure participants remain confident, organized, and proactive in all situations.

Objectives

Participants attending the program will:

- Learn how to prioritize and manage multiple responsibilities effectively
- Develop a managerial mindset for planning, decision-making, and problem-solving
- Enhance communication skills and workplace relationships
- Build self-confidence and emotional control
- Apply assertiveness techniques to improve effectiveness
- Strengthen interpersonal and intrapersonal skills
- Lead and communicate effectively under pressure
- Support teams in solving workplace challenges creatively
- Enhance leadership capabilities while managing stress

Target Audience

- Office Managers
- Administrative Professionals
- Executive Secretaries
- Personal Assistants PA
- Executive Assistants EA
- Office Coordinators
- Administrative Supervisors
- Professionals working in high-pressure administrative environments
- Anyone responsible for managing office operations and supporting executives

Training Program Outline

Day 1: Personal Leadership Skills for Handling Pressure & Stress

- Understanding stress and its effects on the body, mind, and performance
- Holistic approaches to stress management
- The relationship between mind and body in workplace performance
- Personality styles and responses to stress
- Introvert vs. extrovert responses under pressure

Day 2: Essential Administrative and Cognitive Skills

- Applying mind mapping techniques for planning and organization
- Understanding right-brain and left-brain thinking
- Managing projects and meeting deadlines effectively
- Planning tools including Gantt charts
- Problem-solving techniques and decision-making tools
- Proactive work behavior and initiative
- Effective meeting management and minute-taking
- Working efficiently with multiple managers

Day 3: Leading with Confidence During Challenging Times

- Managing sudden change in the workplace
- Leading teams during uncertainty and pressure
- Identifying short-term and long-term stress symptoms
- Motivating self and others under pressure
- Building confidence in challenging environments
- Achieving work-life balance through boundaries and prioritization
- Strengthening personal and professional relationships

Day 4: Leadership Effectiveness in Crisis Management

- Core crisis management skills
- Identifying opportunities within crises
- Encouraging creative thinking during challenging situations
- Applying creative leadership approaches
- Overcoming barriers to innovation in crisis scenarios

Day 5: Self-Empowerment and Emotional Intelligence

- Identifying causes and triggers of stress
- Building self-confidence and resilience
- Techniques for relaxation and mental clarity
- Understanding stress as a behavioral signal
- Breaking negative thinking patterns
- Developing emotional intelligence skills
- Applying emotional intelligence in the workplace
- Transforming negative reactions into proactive behavior
- Continuous professional development and personal growth planning

Registration form on the Training Course: Advanced Office Management & Handling Pressure & Stress

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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:
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Address:
City / Country:

Person Responsible for Training and Development

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

- ☐ Please find enclosed a cheque made payable to Global Horizon
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