



Secretarial and Office Management

**Training Plan
2022**



DISCOVERY TOOLS

Training, Consulting & Conferences Organizing

Secretarial and Office Management

Training Venues : (Istanbul/ Cairo/ Alexandria/ Sharm El Sheikh/ Dubai/ Kuala Lumpur/ London/ Austria/ Amsterdam)

| Code | Course Title | Date |
|---------|--|----------------------|
| SOM 042 | Administration and Office Management : Best Practices and Technologies | 02 – 06 JAN 2022 |
| SOM 043 | The Senior Secretary Development Programme | 09 – 13 JAN 2022 |
| SOM 044 | The Highly Productive and Effective Administrator | 16 – 20 JAN 2022 |
| SOM 045 | Board Secretary Program (ICSA) | 23 – 27 JAN 2022 |
| SOM 046 | Administrative Excellence for Secretaries and Administrators | 30 JAN – 03 FEB 2022 |
| SOM 047 | Effective Office Management | 06 – 10 FEB 2022 |
| SOM 048 | Archiving and Indexing Technology using Computers | 13 – 17 FEB 2022 |
| SOM 049 | The Executive Assistant - Personal Assistant Masterclass | 20 – 24 FEB 2022 |
| SOM 050 | Communication and Planning Skills for Administrative Professionals | 27 FEB – 03 MAR 2022 |
| SOM 051 | Developing Core Skills for Administrators and Secretaries | 06 – 10 MAR 2022 |
| SOM 052 | Computer -Based Office Administration and Organization | 13 – 17 MAR 2022 |
| SOM 053 | Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries | 20 – 24 MAR 2022 |
| SOM 054 | Core Skills for Administrators and Secretaries | 27 – 31 MAR 2022 |
| SOM 055 | Finance and Accounting for Office Administrators and Secretaries | 03 – 07 APR 2022 |
| SOM 056 | Innovation and Productivity in the Workplace | 10 – 14 APR 2022 |
| SOM 057 | Advanced Office Management and Effective Administration Skills | 17 – 21 APR 2022 |
| SOM 058 | Future Office Management | 24 – 28 APR 2022 |



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| SOM 059 | Implementation of Modern Record Management through SharePoint and Office 365 | 01 – 05 MAY 2022 |
| SOM 060 | Administration and Office Management for Female Professionals | 08 – 12 MAY 2022 |
| SOM 061 | Administrative Operations and Coordination | 15 – 19 MAY 2022 |
| SOM 062 | Time Management and Personal Effectiveness | 22 – 26 MAY 2022 |
| SOM 063 | Essential Management Skills for Administrators | 29 MAY – 02 JUNE 2022 |
| SOM 064 | Simplification of Work Processes and Procedures | 05 – 09 JUNE 2022 |
| SOM 065 | Professional Skills for Administrators and Secretaries | 12 – 16 JUNE 2022 |
| SOM 066 | Masterclass for Executive Secretaries and PA's | 19 – 23 JUNE 2022 |
| SOM 067 | Achieving Administrative Excellence | 26 – 30 JUN 2022 |
| SOM 068 | The Support Staff and Administrative Assistant | 03 – 07 JULY 2022 |
| SOM 069 | Internal Consulting Skills at Work | 10 – 14 JULY 2022 |
| SOM 070 | Managing Multiple Tasks, Priorities and Deadlines | 17 – 21 JULY 2022 |
| SOM 071 | Writing Effective Policies and Procedures | 24 – 28 JULY 2022 |
| SOM 072 | Developing Personal Effectiveness with Positive Skills | 31 JULY – 04 AUG 2022 |
| SOM 073 | Presentation Skills Master Class | 07 – 11 AUG 2022 |
| SOM 074 | Achieving Leadership Success through People and Innovation | 14 – 18 AUG 2022 |
| SOM 075 | Managing Your Energy for Peak Performance | 21 – 25 AUG 2022 |
| SOM 076 | Key Managerial Skills for New Managers and Supervisors | 28 AUG – 01 SEP 2022 |
| SOM 077 | Effective Self Management | 04 – 08 SEP 2022 |
| SOM 078 | Master Class on Leading People and Innovation | 11 – 15 SEP 2022 |
| SOM 079 | The Office / Department Coordinator | 18 – 22 SEP 2022 |
| SOM 080 | Organisational Politics and Power Dynamics | 25 – 29 SEP 2022 |
| SOM 081 | Advanced Documents and Records Management Compliance | 02 – 06 OCT 2022 |
| SOM 082 | Office Management and Communication Techniques | 09 – 13 OCT 2022 |



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| SOM 083 | Effective Body Language | 16 – 20 OCT 2022 |
| SOM 084 | SharePoint Implementation Best Practices - From Design to Integration | 23 – 27 OCT 2022 |
| SOM 085 | The Agile Manifesto, Values and Principles | 30 OCT – 03 NOV 2022 |
| SOM 086 | The Office Professional and Records | 06 – 10 NOV 2022 |
| SOM 087 | E -Library Management Techniques | 13 – 17 NOV 2022 |
| SOM 088 | The Advanced Executive Assistant Program | 20 – 24 NOV 2022 |
| SOM 043 | The Senior Secretary Development Programme | 27 NOV – 01 DEC 2022 |
| SOM 044 | The Highly Productive and Effective Administrator | 04 – 08 DEC 2022 |
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