



Secretarial and Office Management

**Training Plan
2023**



Secretarial and Office Management

| Code | Course Title | Date | Venue |
|---------|--|----------------------|-----------------|
| SOM 138 | Administration and Office Management : Best Practices and Technologies | 01 – 05 JAN 2023 | Istanbul |
| SOM 140 | The Senior Secretary Development Programme | 08 –12 JAN 2023 | Istanbul |
| SOM 142 | The Highly Productive and Effective Administrator | 15 – 19 JAN 2023 | Cairo |
| SOM 144 | Board Secretary Program (ICSA) | 22 – 26 JAN 2023 | Dubai |
| SOM 146 | Administrative Excellence for Secretaries and Administrators | 29 JAN – 02 FEB 2023 | London |
| SOM 148 | Effective Office Management | 05 – 09 FEB 2023 | Istanbul |
| SOM 150 | Archiving and Indexing Technology using Computers | 12 – 16 FEB 2023 | Austria |
| SOM 152 | The Executive Assistant - Personal Assistant Masterclass | 19 – 23 FEB 2023 | Amsterdam |
| SOM 154 | Communication and Planning Skills for Administrative Professionals | 26 FEB – 02 MAR 2023 | Sharm El Sheikh |
| SOM 156 | Developing Core Skills for Administrators and Secretaries | 05 – 09 MAR 2023 | Kuala Lumpur |
| SOM 158 | Computer -Based Office Administration and Organization | 12 – 16 MAR 2023 | Istanbul |
| SOM 160 | Organising and Behavioural Skills for Administrative Professionals - Executive Secretaries | 19 – 23 MAR 2023 | Istanbul |
| SOM 162 | Core Skills for Administrators and Secretaries | 26 – 30 MAR 2023 | Cairo |
| SOM 164 | Finance and Accounting for Office Administrators and Secretaries | 02 – 06 APR 2023 | Dubai |
| SOM 166 | Innovation and Productivity in the Workplace | 09 – 13 APR 2023 | London |
| SOM 168 | Advanced Office Management and Effective Administration Skills | 16 – 20 APR 2023 | Istanbul |
| SOM 170 | Future Office Management | 23 – 27 APR 2023 | Austria |
| SOM 172 | Implementation of Modern Record Management through SharePoint and Office 365 | 30 APR – 04 MAY 2023 | Amsterdam |



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| SOM 174 | Administration and Office Management for Female Professionals | 07 – 11 MAY 2023 | Sharm El Sheikh |
| SOM 176 | Administrative Operations and Coordination | 14 – 18 MAY 2023 | Kuala Lumpur |
| SOM 178 | Time Management and Personal Effectiveness | 21 – 25 MAY 2023 | Istanbul |
| SOM 180 | Essential Management Skills for Administrators | 28 MAY – 01 JUNE 2023 | Istanbul |
| SOM 182 | Simplification of Work Processes and Procedures | 04 – 08 JUNE 2023 | Cairo |
| SOM 184 | Professional Skills for Administrators and Secretaries | 11 – 15 JUNE 2023 | Dubai |
| SOM 186 | Masterclass for Executive Secretaries and PA's | 18 – 22 JUNE 2023 | London |
| SOM 188 | Achieving Administrative Excellence | 25 – 29 JUN 2023 | Istanbul |
| SOM 190 | The Support Staff and Administrative Assistant | 02 – 06 JULY 2023 | Austria |
| SOM 192 | Internal Consulting Skills at Work | 09 – 13 JULY 2023 | Amsterdam |
| SOM 194 | Managing Multiple Tasks, Priorities and Deadlines | 16 – 20 JULY 2023 | Sharm El Sheikh |
| SOM 196 | Writing Effective Policies and Procedures | 23 – 27 JULY 2023 | Kuala Lumpur |
| SOM 198 | Developing Personal Effectiveness with Positive Skills | 30 JULY – 03 AUG 2023 | Istanbul |
| SOM 200 | Presentation Skills Master Class | 06 – 10 AUG 2023 | Istanbul |
| SOM 202 | Achieving Leadership Success through People and Innovation | 13 – 17 AUG 2023 | Cairo |
| SOM 204 | Managing Your Energy for Peak Performance | 20 – 24 AUG 2023 | Dubai |
| SOM 206 | Key Managerial Skills for New Managers and Supervisors | 27 – 31 AUG 2023 | London |
| SOM 208 | Effective Self Management | 03 – 07 SEP 2023 | Istanbul |
| SOM 210 | Master Class on Leading People and Innovation | 10 – 14 SEP 2023 | Austria |
| SOM 212 | The Office / Department Coordinator | 17 – 21 SEP 2023 | Amsterdam |
| SOM 214 | Organisational Politics and Power Dynamics | 24 – 28 SEP 2023 | Sharm El Sheikh |
| SOM 216 | Advanced Documents and Records Management Compliance | 01 – 05 OCT 2023 | Kuala Lumpur |
| SOM 218 | Document Controlling and Office Management | 08 – 12 OCT 2023 | Istanbul |



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| SOM 220 | Effective Body Language | 15 – 19 OCT 2023 | Istanbul |
| SOM 222 | SharePoint Implementation Best Practices - From Design to Integration | 22 – 26 OCT 2023 | Cairo |
| SOM 224 | The Agile Manifesto, Values and Principles | 29 OCT – 02 NOV 2023 | Dubai |
| SOM 226 | The Office Professional and Records | 05 – 09 NOV 2023 | London |
| SOM 228 | E -Library Management Techniques | 12 – 16 NOV 2023 | Istanbul |
| SOM 230 | The Advanced Executive Assistant Program | 19 – 23 NOV 2023 | Austria |
| SOM 232 | Office Management and Communication Techniques | 26 - 30 NOV 2023 | Amsterdam |
| SOM 234 | Achieving Success through People and Innovation | 03 – 07 DEC 2023 | Sharm El Sheikh |
| SOM 236 | Certificate in High Impact Business Communication | 10 – 14 DEC 2023 | Kuala Lumpur |
| SOM 238 | Records Management and Records Retention | 17 – 21 DEC 2023 | Istanbul |
| SOM 240 | Executive Secretarial | 24 – 28 DEC 2023 | Istanbul |