

WEBINAR: Effective Office Administration



Overview

Administrators are vital to the smooth running of any organization and play a key role in contributing to the performance of their teams and departments. Their effectiveness has a direct influence on the productivity and efficiency of others and often determines the quality of service provided to internal and external customers.

This seminar has been designed to enable administrators to enhance their personal effectiveness and working practices, build stronger relationships, broaden their contribution to the team and achieve excellence in the service they provide to colleagues and customers.

Objectives

- Understand the core responsibilities of office professionals
- Identify, review and update the basic administrative systems required by an organization
- Understanding the importance of dealing with confidential documents and issues
- Understand how to deal with incoming mail and tasks and how to refer tasks to the right people
- Confidently tackle the various methods of filing
- Describe the importance of optimizing technology e.g. email and the internet
- Develop policies and procedures on administrative systems and write them into a manual

Who Should Participate

- This practical and highly interactive seminar is ideal for all people who have the responsibility of developing administrative procedures to make the administrative component of the organization more effective and efficient and so aid the organization in attaining its mission, vision and objectives.

Key Topics

- I. Office Administration
- II. 7 Practices of Highly Effective Organizations
- III. Filing System
- IV. Human Resource Management Function
- V. Financial and Accounting Function
- VI. Requirements
 - Accountability
 - Transparency
 - Predictability
 - Participation
- VII. Computer-Based Information System
- VIII. Information System vs Information Technology
- IX. Information Systems Development
 - Investigation
 - Analysis
 - Design
 - Implementation
 - Maintenance and Review

Reserve now! Call us at:

Tel. (02) 8.727.56.28 / (02) 8.727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162

/ Sun: 0933-584-7266

Website: www.businesscoachphil.com

Duration

- 3 hours

Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266| (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to businesscoachphil@gmail.com. You will receive a confirmation within 48 hours.

Mode of Payment

- Deposit/Transfer cash payment to Banco de Oro:

Savings Account Name: BUSINESSCOACH, INC.
Savings Account Number: 00235-003-71-22
- Kindly email deposit slip or screen capture of payment details (indicate name of participant and seminar title) to confirm reservation.

Register Now! (Limited Slots Available)



Webinar Title _____

Date _____

Participant _____

Mobile Number _____

Email _____

Participant _____

Mobile Number _____

Email _____

Participant _____

Mobile Number _____

Email _____

Participant _____

Mobile Number _____

Email _____

Company Name _____

Address _____

TIN _____

Contact Person _____

Designation _____

Landline _____

Mobile Number _____

Email Address _____

(You may use a separate sheet for additional registrations)

*Kindly email form to businesscoachphil@gmail.com