AgriDeal

presents

THE COMPREHENSIVE OFFICE MANAGEMENT TRAINING COURSE



OPTIONAL TRAINING DATES AND PRICES:

19 - 20 November 2026 Capital on The Park Hotel, Sandton R4 990 per delegate

12 - 13 November 2026 at the Coastlands Skye Hotel uMhlanga Durban Price R4 990

Office Administration Course

Overview

The **Comprehensive Office Management Training Course** is designed to equip office professionals with the essential administrative, organizational, and leadership skills required to efficiently manage the modern workplace. Over two days, participants will explore best practices in office systems, communication, people management, budgeting, and digital transformation. The program blends practical techniques with strategic approaches, ensuring participants can streamline office operations, support management effectively, and contribute to overall organizational success.

Learning Outcomes

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

1. Understand the core roles, responsibilities, and functions of an office manager in a professional environment.
2. Apply effective office administration systems for documentation, workflows, and compliance.
3. Demonstrate professional communication, interpersonal, and conflict resolution skills.
4. Manage time, resources, and staff schedules efficiently to enhance office productivity.
5. Support budgeting, procurement, and supplier management processes.
6. Leverage digital tools and office technologies to optimize workplace efficiency.
7. Apply leadership, decision-making, and problem-solving techniques in daily office operations.
8. Develop a personal action plan to implement improved office management practices in their organizations.

Who Should Attend ?

This training is ideal for:

- Office Managers, Administrative Managers, and Operations Coordinators seeking to strengthen their management skills.
- Executive Assistants, Personal Assistants, and Secretaries who want to step into more strategic and leadership-based office roles.
- HR Assistants, Team Leaders, and Supervisors responsible for staff coordination and office support.
- Anyone involved in the day-to-day running of offices, including senior administrators and clerical staff aspiring to management roles.

Day 1: Foundations of Office Management & Core Administrative Skills

Session 1: Introduction to Office Management

- Role of an office manager in modern organizations
- Key responsibilities: administration, coordination, and communication
- Essential skills for successful office management

Session 2: Effective Administrative Systems

- Organizing office processes and workflows
- Document and records management (digital & physical)
- Filing systems, archiving, and compliance requirements

Session 3: Communication & Interpersonal Skills

- Professional workplace communication (verbal & written)
- Handling difficult conversations and conflict resolution
- Email etiquette, business writing, and effective reporting

Session 4: Time, Task & Resource Management

- Prioritizing tasks and workload management
- Effective delegation and supervision
- Using digital tools for productivity (MS Outlook, project trackers, etc.)

Session 5: Customer & Stakeholder Relations

- Managing internal and external client relations
- Reception etiquette and professional first impressions
- Building strong working relationships across departments

Day 2: Advanced Office Management, Leadership & Strategic Skills

Session 1: Financial & Budgetary Responsibilities

- Basics of office budgeting and cost control
- Expense tracking and petty cash handling
- Understanding procurement and supplier management

Session 2: Human Resource & Staff Coordination

- Supporting recruitment and onboarding processes
- Managing staff schedules, leave, and performance tracking
- Motivating and developing administrative teams

Session 3: Office Technology & Digital Transformation

- Leveraging office software and management systems
- Cybersecurity and data protection awareness
- Transitioning to paperless and smart office solutions

Session 4: Leadership & Problem-Solving Skills

- Becoming a proactive and solution-driven office manager
- Leading meetings effectively
- Decision-making and critical thinking in office management

Session 5: Professional Growth & Office Excellence

- Personal development plan for office managers
- Building resilience and stress management strategies
- Best practices for creating a high-performing, well-organized office

Closing Session: Group Discussion & Action Planning

- Reflection on key learning points
- Practical action plans for implementation at the workplace
- Q&A, feedback, and certification ceremony

BOOKING FORM- Office Administration

Please select preferred Date and Price Option below:

19 -20 November 2026 Capital on The Park Hotel, Sandton R4 990 ☐

12 - 13 November 2026 Coastlands Skye Hotel, Durban R4 990 ☐

Email Completed Registration Form to: admin@agriedeal.org.za

Company Name.....

Type of Business.....Vat Number.....

Address.....

Tel:.....Fax.....

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Delegate 1:.....Cell:.....

Position:.....Email:.....

Delegate 2:.....Cell:.....

Position:.....Email:.....

Delegate 3:.....Cell:.....

Position:.....Email:.....

Delegate 4:.....Cell:.....

Position:.....Email:.....

Delegate 5:.....Cell:.....

Position:.....Email:.....

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AUTHORISATION: Signatory must be authorised to sign on behalf of Company

Name..... Position.....

Signature.....Date.....

Payment Methods

Cheques –made payable to Agriedeal Project

Account Number 62584435236

Branch Code 250841

First National Bank

Account Name- Agriedeal Project

TERMS AND CONDITIONS

Payments: Payment should be made within 5 working days after receipt of invoice unless agreed otherwise. Please note that full payment must be received prior to the event. Only delegates who have made full payment will be admitted into the event unless agreed otherwise with management.

Cancellations & Substitutions: All cancellations must be made in writing at least 14 days in advance. Cancellation less than 7 days will be charged full course fee. Substitutions are welcome at any time. However, please inform us at least 24 hours before for preparation of necessary documents. Provided total fee has been paid, payment will be credited towards the rescheduled dates or to a future program should there be no substitution. Under circumstances beyond our control, venues may change at any time or the workshop be cancelled or moved to a different date or venue. We will therefore try to reschedule the event and advise the delegate to transfer to another event of their choice within a period of 12 months.

Sales Executive: Brian

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