

The Successful Administrator

You're no faceless bureaucrat – but you want to be a brilliant administrator

We all recognise that effective administration is at the heart of any efficient organisation; it's just a pity it couldn't be a bit more exciting at times. If you are an office professional required to lead on administration, exciting or not, this one day workshop will help you improve your skills.

During the course we will help you identify how to balance your workload. We will also explore a comprehensive range of subjects and issues, including stress and time management and effective filing systems. The course will provide vital assistance in coping with multiple managers and how to adapt your approach to their different personalities.

As with many Today's PA courses, we will ask you to keep a diary for the week before the course, so we can analyse and help resolve your issues with you.

- Administration tools
- Managing multiple managers
- Identifying symptoms of stress
- Analysis of delegates' 'time' diaries
- Time management exercises
- Identifying and coping with stress
- Time saving tools
- Handling interruptions
- Email management
- Delegation - how and to who?

Make an executive decision to straighten out your admin by signing up for The Successful Administrator today.

The cost of the course includes all refreshments, as well as a hot à la carte lunch. You will also receive a certificate of attendance and a complete pack of course materials.

Our Philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that's how we can promise to make what can seem to be the duller of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have 'been there and done that', they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.