

# Achieving Administrative Excellence

Alpha Partners

## Course Specifications

**Mode of Study :** Offline study mode

**Location :** Lagos

**Duration :** 4 days

**Intake :** March

## Course Summary

### OBJECTIVE

On this course participants will learn the practical skills and enhanced awareness, which are needed when playing the role of a professional.

### FOR WHOM:

Human Resources Managers, Admin Managers, Senior Managers, Directors, Admin Officers, Team Leaders, Supervisors and others who perform related functions.

### Training Date

**1ST BATCH:** 31st Mar – 3rd April, 2020

**2ND BATCH:** 15th – 18th September, 2020

### Training Pack Contains

Customized training materials (Books and Slides)

Certificate of completion

Light Refreshment

**N.B: NO REFUND (Terms and Conditions Apply)**

## Course Outline

- Advance negotiation and influencing skills
- The management contract-: taking ownership for your professional development.
- Qualities of a professional administrator
- Measuring and monitoring performances

- Successful presentations with organizational impacts
- Understanding and managing people and change
- Effective management style for success
- Communication and emotional intelligence management
- The people manager/projection vs perception
- Building trust and respect
- Administrative challenges, motivation and conversations

## How To Enroll

Fill in your details on the enquiry form, proceed to pay online by clicking on the Purchase button If you wish to make an online transfer or cash deposit to the bank, please send a mail to [learning@jobberman.com](mailto:learning@jobberman.com) requesting for account details.

## Contact:

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