



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 26 April 2026 To 30 April 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

In today's fast-paced business environment, proficiency with office technology and digital tools is essential for enhancing productivity and efficiency. This 5-day professional course is designed to equip participants with the necessary skills and knowledge to effectively utilize modern office technologies and digital tools for optimal performance in their work environment.

## Objectives

- Understand the role of technology in modern office environments.
- Gain proficiency in using essential digital tools for communication and collaboration.
- Learn to manage and organize digital data effectively.
- Develop skills to automate routine tasks using office technology.
- Enhance problem-solving skills using digital platforms and resources.

## Course Outlines

### Day 1: Understanding Office Technology

- Overview of current office technologies and their impact
- Introduction to cloud computing and its benefits
- Exploring hardware and peripheral devices
- Understanding operating systems and software applications
- Security practices in the digital workplace

### Day 2: Digital Communication Tools

- Mastering email communication and etiquette
- Using video conferencing tools effectively
- Collaborating with instant messaging platforms
- Managing tasks with project management software
- Integrating social media in professional settings

### Day 3: Data Management and Organization

- Best practices for digital file organization
- Using spreadsheets for data analysis and reporting
- Introduction to databases and data management systems
- Implementing data backup and recovery solutions
- Ensuring data privacy and confidentiality

### Day 4: Automation and Office Productivity Tools

- Introduction to macros and automation in spreadsheets
- Utilizing templates to streamline document creation
- Exploring automation software and tools
- Customizing office applications for enhanced productivity
- Identifying and minimizing time-wasting activities

## **Day 5: Problem Solving and Innovation with Digital Tools**

- Enhancing problem-solving using digital research tools
- Leveraging online collaboration platforms for innovation
- Using digital mind mapping and brainstorming tools
- Staying updated with emerging technologies
- Developing a personal action plan for ongoing technology skill development