Workshop on Advanced Computer Program for Secretaries, Personal Assistants & Office Managers

March 24 – 28, 2025, 1ˢᵗ Run: Lagos & Port Harcourt
September 15 – 19, 2025, 2ⁿᵈ Run: Lagos & Abuja
For Tutor -Led Class: 9am – 4:30pm
Workshop fee: N300, 000 per Participant
For online: Delivery via Zoom
Online course fee: N250, 000 per Participant
Available for In-plant Training

700 U$D for foreign Participants

Program overview:
Today's information technology can help an office to be more responsive, efficient and flexible in the face of continuous and rapid changes.
This advanced computer program for Secretaries, personal assistants, executive assistants and other support staff training is designed to enhance the technical and administrative skills of secretarial professionals, enabling them to effectively support executives and manage office operations in a modern business environment. This comprehensive course covers advanced topics in office software applications, communication techniques, and organizational strategies tailored for secretarial roles.
Note: *This is practical class and participants should bring their laptops along with office software installed for hands-on demonstration.*

For whom:
This course is designed for secretaries, administrative assistants, executive assistants, and office managers looking to advance their technical skills and efficiency in office operations.

Learning objectives:
At the end of the program, participants will be able to:

- gain mastery in advanced features of office productivity software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other specialized tools.
- develop enhanced communication techniques including professional correspondence, effective telephone etiquette, and interpersonal skills crucial for interacting with executives and clients.
- learn advanced administrative tasks such as managing calendars, organizing meetings and events, handling travel arrangements, and maintaining confidential information securely.
- acquire skills in basic project management principles to efficiently coordinate tasks, prioritize assignments, and ensure deadlines are met.
- explore techniques for efficient data organization, document control, and information retrieval, using both electronic and paper-based systems
- explain the importance of ethical behavior, confidentiality, and maintaining professionalism in all aspects of the role.

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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Course Outline

Day 1: Advanced Word Processing Skills:
- Mastery of advanced formatting techniques (styles, templates)
- Efficient use of mail merge and document automation
- Collaboration tools and version control for team editing

Advanced Spreadsheet Techniques:
- Advanced functions and formulas for complex data analysis
- Utilization of pivot tables and data visualization techniques
- Automation through macros to streamline repetitive tasks

Day 2: Advanced Presentation Techniques:
- Designing visually compelling presentations with advanced features
- Incorporating multimedia elements (audio, video) effectively
- Techniques for delivering impactful presentations To diverse audiences

Day 3: Database Management Essentials:
- Understanding database concepts and principles
- Data entry, manipulation, and maintenance
- Generating advanced queries and reports for decision-making

Effective Email and Calendar Management:
- Organizing and managing emails efficiently with filters and folders
- Using advanced email features for scheduling and task management
- Managing executive calendars effectively to optimize time and priorities

Day 4: Project Management Skills for Assistants:
- Introduction to project management principles and methodologies
- Task scheduling, tracking progress, and reporting
- Collaborative project management tools and techniques

Day 5: Advanced Internet Research and Information Management:
- Advanced search strategies for comprehensive information retrieval
- Evaluating the credibility and reliability of online sources
- Organizing and synthesizing research findings effectively

Cybersecurity and Data Privacy Awareness:
- Understanding cybersecurity risks and best practices
- Safeguarding sensitive information and maintaining data privacy
- Ethical considerations in handling confidential information

Training Methodology
Lectures, discussions, exercises, and case studies with practical demonstrations will be used to reinforce these teaching/learning methods.

LOCATIONS
1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000
In-plant Fee Negotiable

WORKSHOP FEE:
N300, 000 per participant, VAT –N22, 500
Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.
Payment should be made into our Accounts:
Account Name: Human Capital Associates Global Consult Ltd.
Union Bank of Nig. PLC: Account No: 0097961537
First Bank of Nig. PLC: Account No: 2033683960
Keystone Bank Ltd.: Account No: 1007150325

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