



Workshop on Developing Computer -Based Office Management & Administrative Skills

May 12 – 16, 2025, 1st Run: Lagos & Port Harcourt

November 3 – 7, 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 US\$ for foreign
Participants**

Program overview:

Computer knowledge are the basic concepts and skills required to understand and use computer hardware, software, and networks. In office administration, computer skills are essential for managing information, communicating, and completing administrative tasks efficiently. This program will focus on the essential computer fundamentals for office administration.

Computer skills are essential for office administration, enabling efficient information management, communication, and administrative tasks. The use of computer systems and networks can improve productivity, accuracy, and customer satisfaction. It is essential to keep up with the latest trends and advancements in computer technology to remain competitive in today's business environment.

For Whom:

Office professionals, office administrators, supervisors of clerical and administrative support staff, and executive/personal assistants.

Learning objectives:

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

- define the competencies needed to run present and future offices;
- apply their business writing skills and organize their emails using MS Outlook 2010;
- organize their office time using the MS Outlook 2010 calendar;
- manage and coordinate their relationship with their manager using soft skills and computer- based methods; and
- develop and apply document management strategies.

Course outline:

Day 1: Developing the Modern Office Administrator's Competencies

- Identifying Competencies Needed for Success
- Being an Action Person
- Setting Up, Measuring and Achieving Your Objectives
- Interacting with Others and Networking for Success
- Personal Productivity
- How MS Outlook 2010 Can Aid Productivity
- Overview of MS Outlook 2010 Ribbon, Toolbar and Navigation Pane

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

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com; Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

Day 2: Developing Effective Office Communication Skills

- Choosing the Right Communication Medium
- Essentials of Business Writing and Form Design
- Using MS Outlook 2010 to Write Emails and Manage Contacts
- Organizing and Categorizing your Email Folders and Creating Rules
- Eliminating Email Overload
- Applying Design Themes to your Emails
- Creating Professional Signatures
- Working with Personal Stationery
- Creating your Own Address Book and Organization of Contacts

Day 3: Time management & Personal Productivity Improvement Skills

- Proactive versus Reactive Styles
- Organizational Concepts, To-Do Lists and Reminders
- Using MS Outlook 2010 Calendar to Schedule
- Appointments, Events, Meetings, etc.
- Prioritizing Concepts and How to Apply them Electronically
- Creating and Working with Notes
- Creating and Organizing your Tasks through MS Outlook 2010
- Organizing Professional Meetings
- Writing Agendas for Effective Meetings
- Preparing Professional Minutes of Meetings

Day 4: Managing Good Relationship with your Manager

- Knowing your Manager and Organizing the Relationship
- Knowing your Manager's Expectations
- Communicating with your Manager
- Planning and Scheduling Tasks
- Delegation Concepts and Applications Using MS Outlook 2010 Tasks
- Sharing the MS Outlook 2010 Calendar with your Manager

Day 5: E-Filing and Document Management

- Organizing your Computer Files
- Essentials of a Good Filing System
- E-Filing versus Paper Filing
- Office Organization Strategies
- Data File Management

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids 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

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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