



# Training Courses

## Secretarial and Office Management

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## Secretarial and Office Management

Code	Course Title	Date	Venue
SOM 124	Achieving Administrative Excellence	05 – 09 JAN 2025	Istanbul
SOM 168	Writing Effective Policies and Procedures	05 – 09 JAN 2025	Cairo
SOM 210	Organizational Development and Office Management Skills	12 – 16 JAN 2025	Riyadh
SOM 126	Work Simplification	12 – 16 JAN 2025	Dubai
SOM 170	Achieving Success through People and Innovation	19 – 23 JAN 2025	Jeddah
SOM 212	Time Management and Personal Effectiveness	19 – 23 JAN 2025	Trabzon
SOM 128	Presentation Skills Master Class	26 – 30 JAN 2025	Paris
SOM 172	The Support Staff and Administrative Assistant	26 – 30 JAN 2025	Madrid
SOM 214	Administration and Office Management Best Practices and Technologies	02 – 06 FEB 2025	Istanbul
SOM 130	The Senior Secretary Development Programme	02 – 06 FEB 2025	London
SOM 174	Professional Skills for Administrators and Secretaries	09 – 13 FEB 2025	Cairo
SOM 216	The Office Professional and Records Management Masterclass	09 – 13 FEB 2025	Antalya
SOM 132	Administration and Office Management for Female Professionals	16 – 20 FEB 2025	Austria
SOM 176	The Office Department Coordinator	16 – 20 FEB 2025	Jeddah
SOM 218	Records Management and Records Retention	23 – 27 FEB 2025	Istanbul
SOM 134	The Highly Productive and Effective Administrator	23 – 27 FEB 2025	Dubai
SOM 178	Board Secretary Masterclass	02 – 06 MAR 2025	Cairo
SOM 220	The Executive Assistant - Personal Assistant Masterclass	02 – 06 MAR 2025	Istanbul
SOM 136	Secretary and Office Management (Time Task Work Planning)	09 – 13 MAR 2025	Barcelona
SOM 180	The Agile Manifesto, Values and Principles	09 – 13 MAR 2025	London
SOM 222	Master Class on Leading People and Innovation	16 – 20 MAR 2025	Riyadh



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SOM 138	The Advanced Executive Assistant	16 – 20 MAR 2025	Abu Dhabi
SOM 182	SharePoint Implementation Best Practices - From Design to Integration	23 – 27 MAR 2025	Alexandria
SOM 224	Technical Report Writing	23 – 27 MAR 2025	Paris
SOM 140	Masterclass for Executive Secretaries and PA's	30 MAR – 03 APR 2025	Dubai
SOM 184	Simplification of Work Processes and Procedures	06 – 10 APR 2025	Riyadh
SOM 226	Essential Management Skills for Administrators	13 – 17 APR 2025	Madrid
SOM 142	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	20 – 24 APR 2025	London
SOM 186	Electronic Document Management System (EDMS)	27 APR – 01 MAY 2025	Antalya
SOM 228	Organisational Politics and Power Dynamics	04 – 08 MAY 2025	Cairo
SOM 144	Administration and Secretarial Skills	11 – 15 MAY 2025	London
SOM 188	Office Management Specialist	18 – 22 MAY 2025	Trabzon
SOM 230	Developing Personal Effectiveness with Positive Skills	25 – 29 MAY 2025	Istanbul
SOM 146	Office Management and Communication Techniques	01 – 05 JUNE 2025	Sharm El Sheikh
SOM 190	Developing Core Skills for Administrators and Secretaries	08 – 12 JUNE 2025	Vienna
SOM 232	Managing Your Energy for Peak Performance	15 – 19 JUNE 2025	Cairo
SOM 148	Administrative Excellence for Secretaries and Administrators	22 – 26 JUNE 2025	Istanbul
SOM 192	Managing Multiple Tasks, Priorities and Deadlines	29 JUNE – 03 JULY 2025	Dubai
SOM 234	Administrative Operations and Coordination	06 – 10 JULY 2025	Istanbul
SOM 150	Key Managerial Skills for New Managers and Supervisors	13 – 17 JULY 2025	Paris
SOM 194	Advanced Documents and Records Management Compliance	20 – 24 JULY 2025	Trabzon
SOM 236	Document Control and Records Management	27 – 31 JULY 2025	Cairo
SOM 152	Advanced Office Management and Effective Administration Skills	03 – 07 AUG 2025	Austria



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SOM 196	Internal Consultancy Skills at Work	10 – 14 AUG 2025	Abu Dhabi
SOM 238	Advanced Secretarial Course and Office Management for Administration Professionals	17 – 21 AUG 2025	Istanbul
SOM 154	Innovation and Productivity in the Workplace	24 – 28 AUG 2025	Dubai
SOM 198	Archiving and Indexing Technology using Computers	31 AUG – 04 SEP 2025	Alexandria
SOM 240	Implementation of Modern Record Management through SharePoint and Office 365	07 – 11 SEP 2025	Istanbul
SOM 156	Basics of Multimedia Digital Archives Skills	14 – 18 SEP 2025	Amsterdam
SOM 200	Future Office Management	21 – 25 SEP 2025	Vienna
SOM 242	Computer - Based Office Administration and Organization	28 SEP – 02 OCT 2025	Dubai
SOM 158	Document Controlling and Office Management	05 – 09 OCT 2025	Istanbul
SOM 202	Communication and Planning Skills for Administrative Professionals	12 – 16 OCT 2025	Cairo
SOM 244	Effective Office Management	19 – 23 OCT 2025	Istanbul
SOM 160	Certified Document Control, Archiving and Documentation	26 – 30 OCT 2024	Sharm El Sheikh
SOM 204	Effective Body Language	02 – 06 NOV 2025	Trabzon
SOM 246	Certified Administrative Professional	09 – 13 NOV 2025	Istanbul
SOM 162	E - Library Management Techniques	16 – 20 NOV 2025	Cairo
SOM 206	Certified Administration Secretary Program	23 – 27 NOV 2025	Dubai
SOM 248	Effective Self Management	30 NOV – 04 DEC 2025	Istanbul
SOM 164	Certificate in High Impact Business Communication	07 – 11 DEC 2025	Kuala Lumpur
SOM 208	Executive Secretarial	14 – 18 DEC 2025	Istanbul
SOM 250	Board Secretary Program (ICSA)	21 – 25 DEC 2025	Dubai
SOM 166	Finance and Accounting for Office Administrators and Secretaries	28 DEC – 01 JAN 2026	Istanbul