



# Training Courses

## Secretarial & Office Management

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## Secretarial & Office Management

Code	Course Title	Date	Venue
SOM 126	Administrative Support for Project Management	04 – 08 JAN 2026	Istanbul
SOM 208	Writing Effective Policies and Procedures	04 – 08 JAN 2026	Dubai
SOM 128	Digital Transformation and Modern Office Technologies	11 – 15 JAN 2026	Cairo
SOM 210	Work Simplification	11 – 15 JAN 2026	London
SOM 130	Business Communication and Professional Correspondence	18 – 22 JAN 2026	Riyadh
SOM 212	Time Management and Personal Effectiveness	18 – 22 JAN 2026	Paris
SOM 132	Executive Secretarial Skills and Office Administration	25 – 29 JAN 2026	Dubai
SOM 214	The Support Staff and Administrative Assistant	25 – 29 JAN 2026	Istanbul
SOM 134	Communication and Negotiation Skills in the Workplace	01 – 05 FEB 2026	Jeddah
SOM 216	The Senior Secretary Development Programme	01 – 05 FEB 2026	Dubai
SOM 136	Supervisory and Leadership Skills for Senior Secretaries	08 – 12 FEB 2026	Trabzon
SOM 218	The Office Professional and Records Management Masterclass	08 – 12 FEB 2026	Cairo
SOM 138	Confidentiality, Ethics, and Professional Conduct	15 – 19 FEB 2026	Paris
SOM 220	The Office Department Coordinator	15 – 19 FEB 2026	Istanbul
SOM 140	Travel and Diary Management for Executives	22 – 26 FEB 2026	Madrid
SOM 222	The Highly Productive and Effective Administrator	22 – 26 FEB 2026	London
SOM 142	Customer Service and Front Office Management	01 – 05 MAR 2026	Istanbul
SOM 224	The Executive Assistant - Personal Assistant Masterclass	01 – 05 MAR 2026	Paris
SOM 144	Board Secretary Program (ICSA)	08 – 12 MAR 2026	London
SOM 226	The Advanced Executive Assistant	08 – 12 MAR 2026	Antalya
SOM 146	Technical Report Writing	15 – 19 MAR 2026	Cairo



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SOM 228	Document Control and Records Management	15 – 19 MAR 2026	Dubai
SOM 148	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	22 – 26 MAR 2026	Antalya
SOM 230	Simplification of Work Processes and Procedures	22 – 26 MAR 2026	Cairo
SOM 150	Event Planning and Coordination for Executive Assistants	29 MAR – 02 APR 2026	Austria
SOM 232	SharePoint Implementation Best Practices - From Design to Integration	29 MAR – 02 APR 2026	Istanbul
SOM 152	Organizational Development and Office Management Skills	05 – 09 APR 2026	Jeddah
SOM 234	Secretary and Office Management (Time Task Work Planning)	05 – 09 APR 2026	Madrid
SOM 154	Meeting Organization and Minute Taking Techniques	12 – 16 APR 2026	Istanbul
SOM 236	Records Management and Records Retention	12 – 16 APR 2026	Cairo
SOM 156	Organisational Politics and Power Dynamics	19 – 23 APR 2026	Dubai
SOM 238	Professional Skills for Administrators and Secretaries	19 – 23 APR 2026	London
SOM 158	Microsoft Office Applications for Administrative Professionals	26 - 30 APR 2026	Cairo
SOM 240	Presentation Skills Masterclass	26 - 30 APR 2026	Riyadh
SOM 160	Office Management Specialist	03 – 07 MAY 2026	Istanbul
SOM 242	Office Procedures and Workflow Optimization	03 – 07 MAY 2026	Barcelona
SOM 162	Advanced Documents and Records Management Compliance	10 – 14 MAY 2026	London
SOM 244	Office Safety, Security, and Emergency Procedures	10 – 14 MAY 2026	Riyadh
SOM 164	Problem Solving and Decision Making for Office Managers	17 – 21 MAY 2026	Abu Dhabi
SOM 246	Professional Etiquette and Interpersonal Skills	17 – 21 MAY 2026	Alexandria
SOM 166	Certified Document Control, Archiving and Documentation	24 – 28 MAY 2026	Paris
SOM 248	Report Writing and Business Presentation Skills	24 – 28 MAY 2026	Dubai
SOM 168	Office Management and Communication Techniques	31 MAY – 04 JUNE 2026	Riyadh



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SOM 250	Stress Management and Emotional Intelligence at Work	31 MAY – 04 JUNE 2026	Madrid
SOM 170	Essential Management Skills for Administrators	07 – 11 JUNE 2026	London
SOM 252	Time Management and Work Prioritization for Office Professionals	07 – 11 JUNE 2026	Antalya
SOM 172	Masterclass for Executive Secretaries and PA's	14 – 18 JUNE 2026	Cairo
SOM 254	Basics of Multimedia Digital Archives Skills	14 – 18 JUNE 2026	London
SOM 174	Electronic Document Management System (EDMS)	21 – 25 JUNE 2026	Trabzon
SOM 256	Certificate in High Impact Business Communication	21 – 25 JUNE 2026	Istanbul
SOM 176	Managing Your Energy for Peak Performance	28 JUNE – 02 JULY 2026	Sharm El Sheikh
SOM 258	Administrative Operations and Coordination	28 JUNE – 02 JULY 2026	Vienna
SOM 178	Effective Self Management	05 – 09 JULY 2026	Cairo
SOM 260	Advanced Secretarial Course and Office Management for Administration Professionals	05 – 09 JULY 2026	Istanbul
SOM 180	Managing Multiple Tasks, Priorities and Deadlines	12 – 16 JULY 2026	Dubai
SOM 262	Archiving and Indexing Technology using Computers	12 – 16 JULY 2026	Istanbul
SOM 182	Effective Office Management	19 – 23 JULY 2026	Paris
SOM 264	Administrative Excellence for Secretaries and Administrators	19 – 23 JULY 2026	Trabzon
SOM 184	Internal Consultancy Skills at Work	26 – 30 JULY 2026	Cairo
SOM 266	Effective Body Language	02 – 06 AUG 2026	Abu Dhabi
SOM 186	Innovation and Productivity in the Workplace	09 – 13 AUG 2026	Dubai
SOM 268	E - Library Management Techniques	16 – 20 AUG 2026	Istanbul
SOM 188	Communication and Planning Skills for Administrative Professionals	23 – 27 AUG 2026	Amsterdam
SOM 270	Implementation of Modern Record Management through SharePoint and Office 365	30 AUG – 03 SEP 2026	Vienna
SOM 190	Computer - Based Office Administration and Organization	06 – 10 SEP 2026	Dubai



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SOM 272	Document Controlling and Office Management	13 – 17 SEP 2026	Istanbul
SOM 192	Administration and Office Management for Female Professionals	20 – 24 SEP 2026	Cairo
SOM 274	Future Office Management	27 SEP – 01 OCT 2026	Istanbul
SOM 194	Certified Administration Secretary Program	04 – 08 OCT 2026	Sharm El Sheikh
SOM 276	Document Control and Records Management	11 – 15 OCT 2026	Trabzon
SOM 196	Board Secretary Masterclass	18 – 22 OCT 2026	Istanbul
SOM 278	Finance and Accounting for Office Administrators and Secretaries	25 – 29 OCT 2026	Cairo
SOM 198	Advanced Office Management and Effective Administration Skills	01 – 05 NOV 2026	Dubai
SOM 280	Developing Personal Effectiveness with Positive Skills	08 – 12 NOV 2026	Istanbul
SOM 200	Administration and Office Management Best Practices and Technologies	15 – 19 NOV 2026	Kuala Lumpur
SOM 282	Executive Secretarial	22 – 26 NOV 2026	Istanbul
SOM 202	Achieving Administrative Excellence	29 NOV – 03 DEC 2026	Dubai
SOM 284	Developing Core Skills for Administrators and Secretaries	06 – 10 DEC 2026	Istanbul
SOM 204	Administration and Secretarial Skills	13 – 17 DEC 2026	Austria
SOM 286	Certified Administrative Professional	20 – 24 DEC 2026	Alexandria
SOM 206	Achieving Success through People and Innovation	27 - 31 DEC 2026	Istanbul