

OFFICE MANAGEMENT & SECRETARIAL

Ref	Courses	Duration	Cost(US\$)
OMS 01	Advanced Executive Office Administration and Secretarial Skills	2 Weeks	3,200.00
OMS 02	Advanced Writing Skills	2 Weeks	3,200.00
OMS 03	Archival Management and Documentation	2 Weeks	3,200.00
OMS 04	Basic Executive Office Administration and Secretarial Skills	2 Weeks	3,200.00
OMS 05	Communication and Report Writing Skills	2 Weeks	3,200.00
OMS 06	Computerized Management of Institutional Records	2 Weeks	3,200.00
OMS 07	Customer Care and Public Relations	2 Weeks	3,200.00
OMS 08	Developing Communication Tools	2 Weeks	3,200.00
OMS 09	Effective Office Management and Administration	2 Weeks	3,200.00
OMS 10	Effective Presentation skills	2 Weeks	3,200.00
OMS 11	Event Planning and Management	2 Weeks	3,200.00
OMS 12	Executive Administration Skills for PAs & Secretaries	2 Weeks	3,200.00
OMS 13	Executive Secretarial and Administrators Course	2 Weeks	3,200.00
OMS 14	Intermediate Executive Office Administration & Secretarial Skills	2 Weeks	3,200.00
OMS 15	Library Management and Documentation	2 Weeks	3,200.00
OMS 16	Management Advancement Programme for Secretaries	2 Weeks	3,200.00
OMS 17	Management Skills for Ministers Secretaries	2 Weeks	3,200.00
OMS 18	Managing Information Registry	2 Weeks	3,200.00
OMS 19	Management and Administration for NGOs	2 Weeks	3,200.00
OMS 20	Professional Minute Taking and Report Writing Skills	2 Weeks	3,200.00
OMS 21	Professional Secretarial and administrative Skills	2 Weeks	3,200.00
OMS 22	Protocol Procedures and Diplomatic etiquette	2 Weeks	3,200.00
OMS 23	Public Relations for secretaries	2 Weeks	2,900.00
OMS 24	Reception, Switchboard and Telephone Techniques	2 Weeks	3,200.00
OMS 25	Report Writing Skills	2 Weeks	3,200.00
OMS 26	Skills for Administrative Assistant	2 Weeks	3,200.00
OMS 27	Speech Writing Skills	2 Weeks	3,200.00
OMS 28	Travel and Protocol Procedures	2 Weeks	3,200.00
OMS 29	Management Development Programme for PAs & Executive Secretary	2 Weeks	3,200.00
OMS 30	Advanced Management Development Programme for PAs Executive Secretary	2 Weeks	3,300.00

ABOUT US

Proactive Africa (Training & Consulting Company) has been established in the education, consulting and training industries for a couple of years now and we are a Training and Consulting Company specialized in business solutions, with national and international performance.

We have a vast international experience, and have a portfolio of more than 500 courses in the most diverse functional areas, having as main clients, national companies, multinational companies, Privates, Public and governmental Organizations, Parastatals & Departments of Governments and Ministries

We are registered with CIPC (Companies and Intellectual Property Commission) Registration Number: **2017/350388/07** & SARS in South Africa. We are a level 3 BBBEE contributor

At the National level, PA – Consulting & Training has one Training Center in Pretoria for the time being. Internationally it acts in the Private and Public Places of all African Countries.

The vast training offer coupled with the high professional experience of the Team of Consultants and Trainers, as well as the excellent facilities, guarantee a quality training that will bring the best results to our Clients.