Administrative Office Procedures

Course Overview

With our Administrative Office Procedures course, participants will understand how an Administrative Office Procedure binder demonstrates professionalism and efficiency in an organization or office setting. It is also a marvelous instrument for quick reference and utilization. Strategies and procedures are a vital connection between the company's vision and its everyday operations.

Module 01 - Getting Started

Module 02 - Why Your Office Needs Administrative Procedures

Module 03 - Gathering the Right Tools

Module 04 - Identifying Procedures to Include

Module 05 – Top Five Procedures to Record

Module 06 – What to Include in Your Binder (I)

Module 07 – What to Include in Your Binder (II)

Module 08 – Organizing Your Binder

Module 09 – What Not to Include in the Procedure Guide

Module 10 – Share Office Procedure Guide

Module 11 – Successfully Executing the Guide

Module 12 – Wrapping Up