

THE OFFICE MANAGEMENT  
C O U R S E

# Brochure

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*"The only course designed with  
your actual role in mind"*

Accredited by



The CPD Standards Office  
CPD PROVIDER: 22527  
2023-2025  
[www.cpdstandards.com](http://www.cpdstandards.com)





# Want to feel empowered, confident, and well-informed in your office management role?

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The Office Management Course is the first training course specifically aimed at office managers or those aspiring to be office managers providing on-the-job training which can be directly applied to their day-to-day role.

Our objective is to be the gold standard in office management training; we will empower and equip office management professionals with the skills and knowledge to run their office with confidence and ease.

LET'S DO THIS!



THE OFFICE MANAGEMENT COURSE

# This is for you if...

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You are starting out in your office management career

You want to make the move into office management and utilise your existing skills

You're established in the profession and would like to elevate your career



*I'm Hana!*

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I've been working in the office management profession for over 17 years, and I really want to make a difference to how offices are run and how office professionals – the amazing, multi-tasking, jacks of all (master of some) trades as I like to call them – get trained, supported and recognised.

*- Hana*



THE OFFICE MANAGEMENT **COURSE**



# Why us?

Unlike other course providers who cover office management, we don't focus on the skills needed so much as the role itself and what many OMs are faced with as part of their daily work requirements.

This unique course has been developed by Hana Gray who has experience in office management and assistant roles for both corporate and small, start-up businesses.

Over the years, Hana has trained in excess of 40 professionals and wanted to create a course that was applicable to the actual job an office manager does. Now is the time to sign up and build on your professional development!

This course will fill you with confidence enabling and empowering you to run your office with ease; it will provide you with practical content that you can apply directly to your role and to projects that may come up in your career.

We're striving to be the market leader in providing this standard of practical, relevant training for the office management profession.



INTRODUCING

# The Office Management Course

INTERMEDIATE



A four-day course, taking place over four consecutive weeks, recommended for those who are starting out in their office management career, wish to progress to it from another profession, or who are currently a well-established office manager and want to expand on their existing knowledge and skillset.

**Fees:**

£800 +VAT in person  
£600 +VAT virtual live  
£400 +VAT eLearning

# Intermediate Course Outline

WHAT CAN YOU EXPECT?

INTRODUCTION TO OFFICE MANAGEMENT

ALL ABOUT OFFICES

MANAGING FACILITIES AND MAINTENANCE REQUIREMENTS

AN INTRODUCTION TO HEALTH AND SAFETY

PROACTIVELY MANAGING JOINERS AND LEAVERS

AN INTRODUCTION TO HR

CULTURE AND WELLBEING OVERVIEW

PROJECT MANAGEMENT RUN-THROUGH

EVENT MANAGEMENT FUNDAMENTALS

PROCUREMENT PROCESSES

ACCOUNTING OVERVIEW

WHAT IS A BUSINESS CONTINUITY PLAN?

TOP TIPS TO NAIL IT!



THE OFFICE MANAGEMENT **COURSE**



INTRODUCING

# The Office Management Course

ADVANCED



A six-day course, taking place over six consecutive weeks, recommended for those who have either 3+ years senior experience or who have completed the Intermediate Course and who want to expand on this to learn more about specific areas including Health & Safety, Human Resources and Project Management.

## Fees:

£1,200 +VAT in person  
£900 +VAT virtual live  
£600 +VAT eLearning



# Advanced Course Outline

WHAT CAN YOU EXPECT?

WHAT IS OFFICE MANAGEMENT? – *RECAP*

KEY OFFICE MANAGEMENT SKILLS – *RECAP*

MAINTENANCE AND FACILITIES MANAGEMENT

A DEEP DIVE INTO HEALTH & SAFETY

EFFECTIVE PROJECT MANAGEMENT

GETTING TO GRIPS WITH HR AND EMPLOYMENT LAW

IMPLEMENTING & CURATING CULTURE

WELLBEING & MANAGING STRESS

MANAGING BUSINESS CONTINUITY AND DISASTER RECOVERY

AUDIT AND ISO – AN OVERVIEW

SUSTAINABILITY AND YOUR ROLE  
PROCESSING AND PERFECTING PROCUREMENT

UNDERSTANDING ASSET TRACKING

SETTING SUITABLE BUDGETS

FINAL TIPS TO NAIL IT NOW!



THE OFFICE MANAGEMENT **COURSE**



# Course Outcomes

Our objective is to be the **gold standard** in office management training; we will empower and equip office management professionals with the skills and knowledge to run their office with confidence and ease.

## 1 EMPOWERMENT

EXPERIENCE-BASED LEARNING WILL MAKE YOU FEEL EMPOWERED TO FULFIL YOUR ROLE WITH PROFESSIONALISM AND EASE

## 2 CONFIDENCE

WE'LL INSTIL YOU WITH THE CONFIDENCE YOU NEED TO EXCEL AND GROW - AND YOU'LL BE ABLE TO DEAL WITH WHATEVER IS THROWN AT YOU

## 3 KNOWLEDGE

WE'LL PROVIDE YOU WITH ALL THE INFORMATION AND TECHNICAL KNOWLEDGE TO BECOME A FIRST-CLASS OFFICE MANAGER AND DEVELOP OR PROGRESS IN YOUR EXISTING ROLE

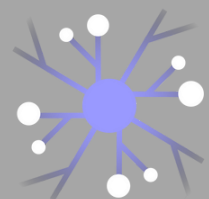
Despite being H&S I really enjoyed this day and learned lots. Much more engaging and clearer than the usual courses I've been on so thank you.

- Advanced Delegate



"In this course the role was brought to life. I now feel equipped to jump in and get going."

- Nina Prager



THE OFFICE MANAGEMENT  
COURSE

HOW DOES IT WORK?



# Overview



## HOURS

The Course will run from 9:00am to 16:30pm each day. Lunch will be provided for all delegates, we'll also have a morning & afternoon break.



## DELEGATES

With a maximum of 10 delegates per Course and intro sessions, we all get to know each other and are comfortable sharing and learning together.



## NETWORKING

There will be plenty of opportunity to network among your co-delegates and celebratory drinks at the end of the Course are included!



## SUPPORT

Course pack provided sharing top takeaways from the Course as well as note-taking pages, and thought-provoking tasks plus a private Slack Group.





# Course Evaluation

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There will be short tests at the end of each module to ensure delegates have understood and digested the content. These will be marked by the end of each day by the Trainer and results shared with delegates.

A completion certificate will be issued to each delegate who passes (minimum score system applies to each module, with an average mark taken across all modules in order to pass).



*Frequently Asked Questions*

## WHAT'S INCLUDED?

- Take away pack and course content summary
- Goodies (how could we not!)
- Lunch
- Teas, coffees and snacks during breaks
- End of course celebration drinks
- End of course certificate\*

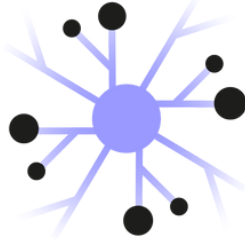
## DO YOU PROVIDE SUPPORT IF I NEED HELP?

Yes! With the enrolment of this course you will have access to a private Slack Channel to ask questions in between course days.

Additionally, we'll offer you an exclusive discount to The Office Management Portal (our online resource hub), so you'll always have support from us, and stay connected with fellow office management pros.



*\*Certificate is subject to passing the Course*



THE OFFICE MANAGEMENT  
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ENROLMENT NOW OPEN

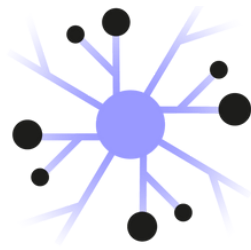
*Ready to Get Started?*

We're taking bookings now.

Head to our website to get started  
and choose a date and location  
that's best suited to you.

The eLearning version will be live  
in the Summer 2023

[THEOFFICEMANAGEMENTGROUP.COM](https://theofficemanagementgroup.com)



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ENROLMENT NOW OPEN

## *Further Support!*

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We know it can be tough asking for approval for training and many companies are not forthcoming to offer a budget for this.

So, if you need help you can download our business case email and share this with your boss to seek approval!

TEMPLATE AVAILABLE  
ONLINE