London TDM

Administration and Office Management Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 19 April 2026 To 23 April 2026

Course Place: Royale Chullan Hotel

Course Fees: 6,000 USD

Introduction

In today's fast-paced business environment, proficiency with office technology and digital tools is essential for enhancing productivity and efficiency. This 5-day professional course is designed to equip participants with the necessary skills and knowledge to effectively utilize modern office technologies and digital tools for optimal performance in their work environment.

Objectives

- Understand the role of technology in modern office environments.
- Gain proficiency in using essential digital tools for communication and collaboration.
- Learn to manage and organize digital data effectively.
- Develop skills to automate routine tasks using office technology.
- Enhance problem-solving skills using digital platforms and resources.

Course Outlines

Day 1: Understanding Office Technology

- Overview of current office technologies and their impact
- Introduction to cloud computing and its benefits
- Exploring hardware and peripheral devices
- Understanding operating systems and software applications
- Security practices in the digital workplace

Day 2: Digital Communication Tools

- Mastering email communication and etiquette
- Using video conferencing tools effectively
- Collaborating with instant messaging platforms
- Managing tasks with project management software
- Integrating social media in professional settings

Day 3: Data Management and Organization

- Best practices for digital file organization
- Using spreadsheets for data analysis and reporting
- Introduction to databases and data management systems
- Implementing data backup and recovery solutions
- Ensuring data privacy and confidentiality

Day 4: Automation and Office Productivity Tools

- Introduction to macros and automation in spreadsheets
- Utilizing templates to streamline document creation
- Exploring automation software and tools
- Customizing office applications for enhanced productivity
- Identifying and minimizing time-wasting activities

Day 5: Problem Solving and Innovation with Digital Tools

- Enhancing problem-solving using digital research tools
- Leveraging online collaboration platforms for innovation
- Using digital mind mapping and brainstorming tools
- Staying updated with emerging technologies
- Developing a personal action plan for ongoing technology skill development