



# Practical Office Management and Administrative Skills

03-04 March 2018 | 8:30am to 5:00pm | Hotel  
Deadline : 26 February 2018

## ABOUT TRAINER

### Mr. Seng Bunthoeun

(PhD., LL.M, M.Ed., LL.B, BA)

Mr. Seng Bunthoeun has conducted training for many years in Administrative Letter Writing Skills, Report Writing & Office Administrative Practices. Currently, he is a Vice-rector of National University of Management (NUM), in charge of International Relations and Career Development.

Also, he is a President of Cambodian Organization for Rights and Development (CORD), where he has engaged in delivering lectures, having presentation and short courses on "Secretary and Administrative Affairs" with various institutions.

His career is a blend of both academic and practical experiences. He relates well to all participants and has excellent delivery and presentation skills that meet the motivational needs of each and every participant.

Regarding his educational background, Mr. Seng Bunthoeun holds a PhD. Degree in Law from Royal Academy of Cambodia (RAC), Master Degree of Education in TESOL and Master of Arts in Law (LL.M) from Paññāsāstra University of Cambodia (PUC), Bachelor Degree of Art in History from Royal University of Phnom Penh (RUPP) and Bachelor

## COURSE CONTENTS

- Office Management and Writing Formal Administrative Letters
- Writing a Minute of Meeting
- Report Presentation
- Formal Invitation Letter
- Public Administration
- Letters of Order of Service
- Letters of Order of Mission
- Incoming Correspondence
- Outgoing Correspondence
- Filing Papers
- Creating a New File
- Recording the Existence of a New File
- Controlling File Movement
- Storing Files
- How to Manage Administrative Staff
- Roles of Secretary
- General Notion of Administrative

## COURSE OBJECTIVE

**At the end of the course, all participants will be able to:**

- File in the proper way and filing standard
- Develop an appropriate office management strategy
- Develop an appropriate philosophy regarding the important role communication plays in administrative office management.
- Develop a clear and meaningful understanding of the different formal administrative letters
- Write different kinds of formal administrative letters
- Design an effective environment for a general office area
- Design an efficient layout for a general office area

## TARGET PARTICIPANTS

This course is designed for those who are in charge of or involved in office management and administration.

## TRAINING FEE

- Direct Member: **USD180 Nett/person**
- Member of GMAC, MBCC, CMA, IBC, ACRA, BBAC, EuroCham, AMCHAM, MAC: **USD 210 Nett/person**
- Non Member: **USD 230 Nett/person**
- (Fee is inclusive of Lunch and learning materials. Certificate of completion provided)

