COURSE BROCHURE

Modern Office Management

A foundation course in running the day-to-day office, from organizing space and supplies to written procedures and serving colleagues quickly and clearly.

Code	HT-OFM-102
Category	Office Management & Executive Assistants
Duration	1 week
Level	Beginner

Introduction

An office is no longer just rooms, desks and paper. Hybrid work, digital tools and shared spaces have changed what staff need from office management, and whoever runs it needs a method, not memory and improvisation.

Objectives

- Understand the functions of the modern office in on-site and hybrid settings
- Document routine tasks as written procedures and checklists
- Organize space and equipment and follow up maintenance and faults
- Control office supply stock to avoid shortages and waste
- Serve colleagues in an organized way through a clear request log

Who should attend

- Office and administrative affairs coordinators
- Administrative support staff
- Employees newly tasked with running an office or small branch
- Secretaries looking to broaden their responsibilities

Skills you will develop

- Documenting office procedures
- Workspace organization
- Supply stock control
- Tracking colleague requests

Learning Outcomes

- Write a numbered procedure and checklist for a recurring office task
- Prepare a supply stock sheet that sets a reorder level for each item
- Design a request log showing date, owner and status for each colleague request
- Compile a short operations handbook that a stand-in colleague could rely on

Course Outline

Day 1: The Modern Office and Its Functions

- Office functions and the services it gives other departments

- How hybrid work and digital tools have reshaped the office
- The office coordinator's role and core skills

Day 2: Procedures and Workflow

- Mapping a routine task step by step
- Writing a clear procedure any colleague can follow
- Daily, weekly and monthly checklists

Day 3: Space, Equipment and Supplies

- Organizing workspaces, shared areas and bookings
- Tracking equipment, reporting faults and logging maintenance
- Supply stock: counts, reorder levels and preventing waste

Day 4: Serving Colleagues and Communicating

- Receiving, logging and prioritizing internal requests
- Informing staff of office instructions and changes clearly
- Handling simultaneous requests and colleague expectations

Day 5: Continuity and Improvement

- Preparing the office for the coordinator's absence and handing over tasks
- Gathering staff feedback and improving office services step by step
- Applied project: a short operations handbook for the participant's office with its procedures and logs

Training methodology

Observation walk through a model office using a prepared assessment checklist
Mapping a routine task from the participant's job on paper and turning it into a procedure
Simulated busy day of simultaneous colleague requests recorded in a request log
Paired review of draft procedures in which each participant tests a colleague's procedure

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Amsterdam	7 – 11 December 2026	EN	EUR 5,500
Istanbul	10 – 14 May 2027	EN	EUR 4,800
Dubai	17 – 21 May 2027	AR	EUR 4,500
London	24 – 28 May 2027	EN	EUR 5,700
Amsterdam	7 – 11 June 2027	AR	EUR 5,500
Online	14 – 18 June 2027	EN	EUR 1,800

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/modern-office-management