



GEOFIDEL, UK
EXECUTIVE
EDUCATION
 England & Wales

LONDON, UK



ADVANCED SECRETARIAL ADMINISTRATION AND MANAGEMENT

For all Secretarial Workers, (Registrars, Admin Officers, Official Reporters, Confidential Secretaries, Protocol Officers, Data Processors and Computer Operators in the Federal and State Government Employments)

VENUE	COURSE FEE	DATE
Bosfor Hotel Istanbul, Mesihpasa Mh. Ihtisap Agasi SK. No: 8 Fatih, Istanbul, Turkey	\$2500 USD per delegate	Monday 24th (arrival) to Friday 28th (Departure) June, 2024

**Our
 Strong
 Partners**



GEOFIDEL
 INSTITUTE FOR
 LEADERSHIP &
 MANAGEMENT
 London - United Kingdom



CHARTERED INSTITUTE OF
 PROFESSIONAL FORENSIC
 INVESTIGATORS INC., USA



GEOFIDEL
 INSTITUTE FOR
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Course Overview:

Today, the role of Secretaries has transformed significantly, Advanced Secretarial Administration and Management encompasses specialized array of skills and practices designed to address the requirements of the current dynamic and technology-centric work environment. This heightened level of training surpasses conventional secretarial duties, embracing a thorough comprehension of administrative functions, management principles, and technological expertise.

Historically, secretarial responsibilities mainly involved around activities like typing, filling, and answering phone calls. Nevertheless, with the increasing complexity and global nature of organization, the duties of secretaries have broadened to encompass a more extensive array of tasks.

Professionals equipped with advanced training in this field significantly contribute to the success of an organization. This program is going to delve into how Secretaries can become more work efficient by equipping them with skills like handling administrative tasks, incorporate technology seamlessly, and strategically contribute to the attainment of overarching business goals. In the over-evolving workplace, the significance of these advanced secretarial skills is increasingly evident in navigating complexity and enhancing efficiency.



Course Content

- Introduction to Advanced Secretarial Administration
- Strategic Administration and Management
- Confidentiality and Ethical Consideration
- Continuous Professional Development
- Integration of Technology
- Communication Skills
- Financial Administration

Course Modules

1) Enhanced Administrative Proficiency

- To develop advanced proficiency in administrative tasks, including document preparation, organization and office management

2) Technological competence

- To acquire advanced skills in utilizing technology and software relevant to secretarial roles fostering efficiency and adaptability in the digital workplace.

3) Gain Financial Administration Skills

- To understand budgeting basics and expense management relevant to secretarial roles
- To demonstrate proficiency in financial record-keeping

4) Cultivate Professional Development Practices

- Commit to continuous learning and staying informed about industry trends.
- Build a network and foster professional relationships for career growth

5) Explore Industry-specific Focus

- Tailor acquired skills and knowledge to specific industries, such as healthcare or finance.

WHO SHOULD ATTEND?

- Experienced Secretaries and Administrative assistants
- Data Processors
- Office Managers and Supervisors
- Professionals in Specialized Industries
- Administrative Professionals seeking for Career Advancement
- Business Support Staffs
- Individuals in Global or Multinational Organizations

SPECIAL BENEFITS FOR ATTENDING THIS PROGRAMME

1. Upon the completion of the program, participants earn award of Executive Certificate in Secretarial Administration and Management.
2. Nomination to become a fellow of our Institute
3. Alumni benefits, joining a network of more than 6,000 Alumni with the following benefits: A 5 percent tuition benefits for yourself and up to four colleagues each year for programs lasting up to seven days
4. Geofidel Institute global alumni networking opportunities, Access to Geofidel Alumni Career Services resources, including unique career content, a job board, an online networking platform, the alumni directory, and more, A lifetime Geofidel forwarding email address, subscriptions to Geofidel alumni publications and Eligibility to join Geofidel alumni club
5. Gift of a book on Secretarial Administration.
6. Tour

OUR DELIVERY APPROACH

This Top-notch Master-Class will be guided along the following training philosophy:

- a. Androgogy: 80% [Recipient centred learning/ teaching process], and
- b. Pedagogy: 20% [Resources centred learning and/ teaching process]

To cover the scope of services, tasks and expected deliverables, we shall go into details using the following methodologies-participatory using PowerPoint presentations and provide a much too rare opportunity for participants to interact and mingle in an apex social setting, exceptionally unique for peer-to-peer networking and sharing experiences on what works and what doesn't work. Each step has:

1. Resource person to handle a key concept
2. Interactive lectures facilitated by key resource persons who will examine the theme and topics of the master-class from a broad theoretical perspective down to case studies examining real world implementation. The presentations will be augmented by small group exercises and frequent discussions from the floor, Which serve to contextualize the issue being examined
3. Discussions of these real-life situations, comparative studies as well as true story examples and handouts of actual cases facilitated by the instructors and
4. Digital toolkits, skills, tips and techniques to help participants build, enhance and inspire positive leadership and support roles
5. Courseware Content (Customized)



A SEGMENT OF OUR COURSE FACULTY



Drew Mosley, BA, Oklahoma State University, Stillwater; JD, Georgetown University Law Center, Washington, DC, USA: Drew Mosley is the President of Atlanta Graduate School. He practices law in the Atlanta Metropolitan Area of Georgia, United States of America. He has been licensed in Georgia since 2003 and in Arkansas since 2008. Drew is a trial and appellate attorney who handles business and family cases ranging from criminal defense to personal injury. At Georgetown Law Center, Drew was editor of one of the law journals and news editor of the law school newspaper. He has been reporting cases from the Georgia Court of Appeals and the Georgia Supreme Court. He is a member of the Bars of all

Georgia courts, as well as most Georgia Federal District Courts, the Eleventh Circuit Court of Appeals, and the United States Supreme Court. Drew represents a diverse clientele in his practice, including many native Georgians and clients from Nigeria, Ghana, the Gambia, South Sudan, Cote d'Ivoire and other African and world nations. He feels blessed to work as an attorney, and to avail his forensic skill in whichever way he can in order to seek justice for deserving persons. Drew enjoys travel and learning about the legal systems in other countries and jurisdictions.



Professor Benjamin Berkman, BA, Harvard University; JD, M.PH, University of Michigan. Professor Berkman is a faculty member in the United States National Institute of Health (NIH), Department of Bioethics where he is the Head of the Section on the Ethics of Genetics and Emerging Technologies. He has a joint appointment in the National Human Genome Research Institute (NHGRI), where he serves as the Deputy Director of the NHGRI

Bioethics Core. He was formerly the Deputy Director of the O'Neill Institute for National and Global Health Law at Georgetown University Law Center, Washington, District of Columbia (DC), United States of America. Professor Berkman's research interests span a wide range of topics, including legal and ethical issues associated with genomic research, genetic information privacy, and clinical adoption of new genetic and reproductive technologies.



DR. UGOCHUKWU ONYEKA, CEO, GEOFIDEL EXECUTIVE EDUCATION

Mr. Ugochukwu Onyeka is the Chief Executive Officer, Geofidel Executive Education. He has over 10 years experience in the HR System, seasoned technical insights of Public Sector Work system and a strong portfolio of bottom-line learning and development designs for public and private sector organizational development and human performance improvements. He held senior position as the Business Manager and chaired several Boards at the Leading Edge Group Abuja. He has designed and delivered trainings in Organizational Development, Human Resource, Leadership, Change Management, Strategic Planning, Local Government, Community Development, Gender Mainstreaming and women Development and a host of over 50 top-tier foreign / local programmes including Summits. Dr. Onyeka is passionate about human capital infrastructure revolution for emerging economies and holds that only a turn-around in HR capabilities can change performance outcomes of governments and organizations even in a downturn economy. He is a Certified Consultant and an expert in Leadership training, Capacity Development, Data Management & Analysis, Event Management and business solution for both Public and Private Sector workforce.



Prof. Mustafa Kemal Topcu is associate professor in management and strategy. His Ph.D. degree is in defense management. His B.Sc. is in system engineering and he completed his MBA (Major-Financial Management) with a thesis related to project life cycle cost management. He studied moderating role of psychological contract in human capital productivity in his doctoral dissertation. He is currently strategic and technologic product development mentor for SMEs. He is also certified government audit professional (class A) and mentor accredited by European Mentoring & Coaching Council. He mentored Afghan Army and experienced joint and common operations, working with NATO, UN, ISAF, South Eastern Brigade, and US Army in addition to national positions in defense planning units of Turkish Armed Forces. He writes, trains, and consults on corporate governance, internal control, internal audit, defense management, corporate social responsibility, organizational development, project management, management and organizational studies, industrial psychology, strategic planning, human resources management, leadership, and change management. He lectures management and organization, defense management, and human resources management courses at undergraduate and graduate levels.



Margaret Ann Neale. The Adams Distinguished Professor of Management, Emerita
Academic Area: M&E and Performance Management
Additional Administrative Titles: Co-Director, Geofidel Executive Education-London, UK, Atlanta Georgia, USA, Director, GIGS Executive Leadership Program, Director, Managing Teams for Innovation and Success, Research Statement.
Margaret Neale's research focuses primarily on negotiation and team performance. Her work has extended judgment and decision-making research from cognitive psychology to the field of negotiation. In particular, she studies cognitive and social processes that produce departures from effective negotiating behavior. Within the context of teams, her work explores aspects of team composition and group process that enhance the ability of teams to share the information necessary for learning and problem solving in both face-to-face and virtual team environments.



CrystalHeart Kazmi, GPHR USA.

Experienced Strategy formulator and Performance Management Systems implementer, Motivational and Soft Skills Trainer, flirted with branding, marketing, ICT, M&E Expert, women's rights, poverty alleviation and peace and anti terrorism. Worked in different industries including oil & gas, pharmaceuticals, fast moving consumer goods, telcos, banking, electronics, governments, public sector and energy segments.

REGISTRATION FEE: A moderate course fee of **\$2500 USD** only per participant shall be paid and this covers: Tuition, 4 Nights Accommodation, Visa Facilitation, Comprehensive Course Materials, Buffet Breakfast & Lunch, Tour, Certificate, and Group Photograph, Nomination into Geofidel Fellows Forum, Interactivity with world-rate experts, & lots more. All intended participants are expected to pay and register appropriately on or before ONE MONTH to the date of the program to enable us facilitate your VISA.

ACCOUNT DETAILS:

ACC. NAME: GEOFIDEL EXECUTIVE EDUCATION
ACC. No.: (DOLLAR) 5250174502
(NAIRA) 4011316290
BANK: FIDELITY BANK
SORT CODE: 070081949

PLEASE TAKE ACTION TODAY

This Workshop promises to be a game changing event. If this invitation to the Workshop, and the nomination for the Award of **Advanced Secretarial Administration & Management Program** are both acceptable to you, please send us an email on info@geofidexecedu.co.uk to indicate your acceptance or call any of our Nigerian Director of Programmes;

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Director of program, London

+44 744 841 1645

Director of Foreign program

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so that we shall commence arrangements to ensure your smooth participation. Also only those who will accept to attend the **Advanced Secretarial Administration & Management Program** shall be eligible for nomination to become fellows of Geofidel Executive Education and Harvard Business School. We wish to request you to send your profile highlighting your contributions and achievements to assist the Planning and Awards Committees.

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