



Secretarial and Administration Courses 2016 - 2017

BMC Training provides Secretarial and Administration training courses in London , Kuala Lumpur , Istanbul , Dubai and Paris.

Code	Course Title	Date	Country	Fees (USD)
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	29 Jan - 2 Feb 2017	London	5700 USD
SAD14	The Highly Productive and Effective Administrator	29 Jan - 2 Feb 2017	London	5700 USD
SAD1	Advanced Documents and Records Management Compliance	29 Jan - 2 Feb 2017	Dubai	4100 USD
SAD9	Efficient Administration Skills	29 Jan - 2 Feb 2017	Dubai	4100 USD
SAD4	E -Library Management Techniques	29 Jan - 2 Feb 2017	Kuala Lumpur	4700 USD
SAD12	The Advanced Executive Assistant Program	29 Jan - 2 Feb 2017	Kuala Lumpur	4700 USD
SAD3	Documents and Records Management Compliance	29 Jan - 2 Feb 2017	Istanbul	4950 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	29 Jan - 2 Feb 2017	Istanbul	4950 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	29 Jan - 2 Feb 2017	Paris	6900 USD
SAD14	The Highly Productive and Effective Administrator	29 Jan - 2 Feb 2017	Paris	6900 USD
SAD5	Office Management and Effective Administration Skills	5 Feb - 9 Feb 2017	London	5700 USD
SAD13	Computer -Based Office Administration and Organization	5 Feb - 9 Feb 2017	London	5700 USD
SAD4	E -Library Management Techniques	12 Feb - 16 Feb 2017	London	5700 USD
SAD12	The Advanced Executive Assistant Program	12 Feb - 16 Feb 2017	London	5700 USD
SAD3	Documents and Records Management Compliance	19 Feb - 23 Feb 2017	London	5700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	19 Feb - 23 Feb 2017	London	5700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	26 Feb - 2 Mar 2017	London	5700 USD

SAD10	Administration and Office Management Professional	26 Feb - 2 Mar 2017	London	5700 USD
SAD4	E -Library Management Techniques	26 Feb - 2 Mar 2017	Kuala Lumpur	4700 USD
SAD12	The Advanced Executive Assistant Program	26 Feb - 2 Mar 2017	Kuala Lumpur	4700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	5 Feb - 9 Feb 2017	Dubai	4100 USD
SAD10	Administration and Office Management Professional	5 Feb - 9 Feb 2017	Dubai	4100 USD
SAD3	Documents and Records Management Compliance	12 Feb - 16 Feb 2017	Dubai	4100 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	12 Feb - 16 Feb 2017	Dubai	4100 USD
SAD4	E -Library Management Techniques	19 Feb - 23 Feb 2017	Dubai	4100 USD
SAD12	The Advanced Executive Assistant Program	19 Feb - 23 Feb 2017	Dubai	4100 USD
SAD5	Office Management and Effective Administration Skills	26 Feb - 2 Mar 2017	Dubai	4100 USD
SAD13	Computer -Based Office Administration and Organization	26 Feb - 2 Mar 2017	Dubai	4100 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	5 Feb - 9 Feb 2017	Kuala Lumpur	4700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	5 Feb - 9 Feb 2017	Kuala Lumpur	4700 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	12 Feb - 16 Feb 2017	Kuala Lumpur	4700 USD
SAD14	The Highly Productive and Effective Administrator	12 Feb - 16 Feb 2017	Kuala Lumpur	4700 USD
SAD1	Advanced Documents and Records Management Compliance	19 Feb - 23 Feb 2017	Kuala Lumpur	4700 USD
SAD9	Efficient Administration Skills	19 Feb - 23 Feb 2017	Kuala Lumpur	4700 USD
SAD8	Time Management and Personal Effectiveness	26 Feb - 2 Mar 2017	Kuala Lumpur	4700 USD
SAD18	The Support Staff and Administrative Assistant	26 Feb - 2 Mar 2017	Kuala Lumpur	4700 USD
SAD17	The Office Professional and Records Management Masterclass	5 FEB - 16 FEB 2017	Kuala Lumpur	9400 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	5 Feb - 9 Feb 2017	Istanbul	4950 USD
SAD14	The Highly Productive and Effective Administrator	5 Feb - 9 Feb 2017	Istanbul	4950 USD
SAD1	Advanced Documents and Records Management Compliance	12 Feb - 16 Feb 2017	Istanbul	4950 USD
SAD9	Efficient Administration Skills	12 Feb - 16 Feb 2017	Istanbul	4950 USD
SAD8	Time Management and Personal Effectiveness	19 Feb - 23 Feb 2017	Istanbul	4950 USD

SAD18	The Support Staff and Administrative Assistant	19 Feb - 23 Feb 2017	Istanbul	4950 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	26 Feb - 2 Mar 2017	Istanbul	4950 USD
SAD15	Administration and Office Management - Best Practices and Technologies	26 Feb - 2 Mar 2017	Istanbul	4950 USD
SAD17	The Office Professional and Records Management Masterclass	26 FEB - 9 MAR 2017	Istanbul	9900 USD
SAD5	Office Management and Effective Administration Skills	5 Feb - 9 Feb 2017	Paris	6900 USD
SAD13	Computer -Based Office Administration and Organization	5 Feb - 9 Feb 2017	Paris	6900 USD
SAD4	E -Library Management Techniques	12 Feb - 16 Feb 2017	Paris	6900 USD
SAD12	The Advanced Executive Assistant Program	12 Feb - 16 Feb 2017	Paris	6900 USD
SAD3	Documents and Records Management Compliance	19 Feb - 23 Feb 2017	Paris	6900 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	19 Feb - 23 Feb 2017	Paris	6900 USD
SAD2	Communication and Planning Skills for Administrative Professionals	26 Feb - 2 Mar 2017	Paris	6900 USD
SAD10	Administration and Office Management Professional	26 Feb - 2 Mar 2017	Paris	6900 USD
SAD8	Time Management and Personal Effectiveness	5 Mar - 9 Mar 2017	London	5700 USD
SAD18	The Support Staff and Administrative Assistant	5 Mar - 9 Mar 2017	London	5700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	12 Mar - 16 Mar 2017	London	5700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	12 Mar - 16 Mar 2017	London	5700 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	19 Mar - 23 Mar 2017	London	5700 USD
SAD14	The Highly Productive and Effective Administrator	19 Mar - 23 Mar 2017	London	5700 USD
SAD1	Advanced Documents and Records Management Compliance	26 Mar - 30 Mar 2017	London	5700 USD
SAD9	Efficient Administration Skills	26 Mar - 30 Mar 2017	London	5700 USD
SAD17	The Office Professional and Records Management Masterclass	12 MAR - 23 MAR 2017	London	11400 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	5 Mar - 9 Mar 2017	Dubai	4100 USD
SAD15	Administration and Office Management - Best Practices and Technologies	5 Mar - 9 Mar 2017	Dubai	4100 USD
SAD8	Time Management and Personal Effectiveness	12 Mar - 16 Mar 2017	Dubai	4100 USD
SAD18	The Support Staff and Administrative Assistant	12 Mar - 16 Mar 2017	Dubai	4100 USD
SAD1	Advanced Documents and Records Management Compliance	19 Mar - 23 Mar 2017	Dubai	4100 USD

SAD9	Efficient Administration Skills	19 Mar - 23 Mar 2017	Dubai	4100 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	26 Mar - 30 Mar 2017	Dubai	4100 USD
SAD14	The Highly Productive and Effective Administrator	26 Mar - 30 Mar 2017	Dubai	4100 USD
SAD17	The Office Professional and Records Management Masterclass	5 MAR - 16 MAR 2017	Dubai	8200 USD
SAD3	Documents and Records Management Compliance	5 Mar - 9 Mar 2017	Kuala Lumpur	4700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	5 Mar - 9 Mar 2017	Kuala Lumpur	4700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	12 Mar - 16 Mar 2017	Kuala Lumpur	4700 USD
SAD10	Administration and Office Management Professional	12 Mar - 16 Mar 2017	Kuala Lumpur	4700 USD
SAD5	Office Management and Effective Administration Skills	19 Mar - 23 Mar 2017	Kuala Lumpur	4700 USD
SAD13	Computer -Based Office Administration and Organization	19 Mar - 23 Mar 2017	Kuala Lumpur	4700 USD
SAD4	E -Library Management Techniques	26 Mar - 30 Mar 2017	Kuala Lumpur	4700 USD
SAD12	The Advanced Executive Assistant Program	26 Mar - 30 Mar 2017	Kuala Lumpur	4700 USD
SAD5	Office Management and Effective Administration Skills	5 Mar - 9 Mar 2017	Istanbul	4950 USD
SAD13	Computer -Based Office Administration and Organization	5 Mar - 9 Mar 2017	Istanbul	4950 USD
SAD4	E -Library Management Techniques	12 Mar - 16 Mar 2017	Istanbul	4950 USD
SAD12	The Advanced Executive Assistant Program	12 Mar - 16 Mar 2017	Istanbul	4950 USD
SAD3	Documents and Records Management Compliance	19 Mar - 23 Mar 2017	Istanbul	4950 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	19 Mar - 23 Mar 2017	Istanbul	4950 USD
SAD2	Communication and Planning Skills for Administrative Professionals	26 Mar - 30 Mar 2017	Istanbul	4950 USD
SAD10	Administration and Office Management Professional	26 Mar - 30 Mar 2017	Istanbul	4950 USD
SAD8	Time Management and Personal Effectiveness	5 Mar - 9 Mar 2017	Paris	6900 USD
SAD18	The Support Staff and Administrative Assistant	5 Mar - 9 Mar 2017	Paris	6900 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	12 Mar - 16 Mar 2017	Paris	6900 USD
SAD15	Administration and Office Management - Best Practices and Technologies	12 Mar - 16 Mar 2017	Paris	6900 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive	19 Mar - 23 Mar 2017	Paris	6900 USD

	Secretaries-PAs			
SAD14	The Highly Productive and Effective Administrator	19 Mar - 23 Mar 2017	Paris	6900 USD
SAD1	Advanced Documents and Records Management Compliance	26 Mar - 30 Mar 2017	Paris	6900 USD
SAD9	Efficient Administration Skills	26 Mar - 30 Mar 2017	Paris	6900 USD
SAD17	The Office Professional and Records Management Masterclass	12 MAR - 23 MAR 2017	Paris	13800 USD
SAD3	Documents and Records Management Compliance	2 Apr - 6 Apr 2017	London	5700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	2 Apr - 6 Apr 2017	London	5700 USD
SAD4	E -Library Management Techniques	9 Apr - 13 Apr 2017	London	5700 USD
SAD12	The Advanced Executive Assistant Program	9 Apr - 13 Apr 2017	London	5700 USD
SAD5	Office Management and Effective Administration Skills	16 Apr - 20 Apr 2017	London	5700 USD
SAD13	Computer -Based Office Administration and Organization	16 Apr - 20 Apr 2017	London	5700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	23 Apr - 27 Apr 2017	London	5700 USD
SAD10	Administration and Office Management Professional	23 Apr - 27 Apr 2017	London	5700 USD
SAD3	Documents and Records Management Compliance	2 Apr - 6 Apr 2017	Dubai	4100 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	2 Apr - 6 Apr 2017	Dubai	4100 USD
SAD4	E -Library Management Techniques	9 Apr - 13 Apr 2017	Dubai	4100 USD
SAD12	The Advanced Executive Assistant Program	9 Apr - 13 Apr 2017	Dubai	4100 USD
SAD5	Office Management and Effective Administration Skills	16 Apr - 20 Apr 2017	Dubai	4100 USD
SAD13	Computer -Based Office Administration and Organization	16 Apr - 20 Apr 2017	Dubai	4100 USD
SAD2	Communication and Planning Skills for Administrative Professionals	30 Apr - 4 May 2017	Dubai	4100 USD
SAD10	Administration and Office Management Professional	30 Apr - 4 May 2017	Dubai	4100 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2 Apr - 6 Apr 2017	Kuala Lumpur	4700 USD
SAD14	The Highly Productive and Effective Administrator	2 Apr - 6 Apr 2017	Kuala Lumpur	4700 USD
SAD1	Advanced Documents and Records Management Compliance	9 Apr - 13 Apr 2017	Kuala Lumpur	4700 USD
SAD9	Efficient Administration Skills	9 Apr - 13 Apr 2017	Kuala Lumpur	4700 USD
SAD8	Time Management and Personal Effectiveness	16 Apr - 20 Apr 2017	Kuala Lumpur	

				4700 USD
SAD18	The Support Staff and Administrative Assistant	16 Apr - 20 Apr 2017	Kuala Lumpur	4700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	23 Apr - 27 Apr 2017	Kuala Lumpur	4700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	23 Apr - 27 Apr 2017	Kuala Lumpur	4700 USD
SAD17	The Office Professional and Records Management Masterclass	2 APR - 13 APR 2017	Kuala Lumpur	9400 USD
SAD1	Advanced Documents and Records Management Compliance	2 Apr - 6 Apr 2017	Istanbul	4950 USD
SAD9	Efficient Administration Skills	2 Apr - 6 Apr 2017	Istanbul	4950 USD
SAD8	Time Management and Personal Effectiveness	9 Apr - 13 Apr 2017	Istanbul	4950 USD
SAD18	The Support Staff and Administrative Assistant	9 Apr - 13 Apr 2017	Istanbul	4950 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	16 Apr - 20 Apr 2017	Istanbul	4950 USD
SAD15	Administration and Office Management - Best Practices and Technologies	16 Apr - 20 Apr 2017	Istanbul	4950 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	30 Apr - 4 May 2017	Istanbul	4950 USD
SAD14	The Highly Productive and Effective Administrator	30 Apr - 4 May 2017	Istanbul	4950 USD
SAD17	The Office Professional and Records Management Masterclass	16 APR - 27 APR 2017	Istanbul	9900 USD
SAD3	Documents and Records Management Compliance	2 Apr - 6 Apr 2017	Paris	6900 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	2 Apr - 6 Apr 2017	Paris	6900 USD
SAD4	E -Library Management Techniques	9 Apr - 13 Apr 2017	Paris	6900 USD
SAD12	The Advanced Executive Assistant Program	9 Apr - 13 Apr 2017	Paris	6900 USD
SAD5	Office Management and Effective Administration Skills	16 Apr - 20 Apr 2017	Paris	6900 USD
SAD13	Computer -Based Office Administration and Organization	16 Apr - 20 Apr 2017	Paris	6900 USD
SAD2	Communication and Planning Skills for Administrative Professionals	23 Apr - 27 Apr 2017	Paris	6900 USD
SAD10	Administration and Office Management Professional	23 Apr - 27 Apr 2017	Paris	6900 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	7 May - 11 May 2017	London	5700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	7 May - 11 May 2017	London	5700 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	14 May - 18 May 2017	London	5700 USD

SAD14	The Highly Productive and Effective Administrator	14 May - 18 May 2017	London	5700 USD
SAD8	Time Management and Personal Effectiveness	21 May - 25 May 2017	London	5700 USD
SAD18	The Support Staff and Administrative Assistant	21 May - 25 May 2017	London	5700 USD
SAD1	Advanced Documents and Records Management Compliance	28 May - 1 Jun 2017	London	5700 USD
SAD9	Efficient Administration Skills	28 May - 1 Jun 2017	London	5700 USD
SAD17	The Office Professional and Records Management Masterclass	7 MAY - 18 MAY 2017	London	11400 USD
SAD8	Time Management and Personal Effectiveness	7 May - 11 May 2017	Dubai	4100 USD
SAD18	The Support Staff and Administrative Assistant	7 May - 11 May 2017	Dubai	4100 USD
SAD1	Advanced Documents and Records Management Compliance	14 May - 18 May 2017	Dubai	4100 USD
SAD9	Efficient Administration Skills	14 May - 18 May 2017	Dubai	4100 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	21 May - 25 May 2017	Dubai	4100 USD
SAD14	The Highly Productive and Effective Administrator	21 May - 25 May 2017	Dubai	4100 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	28 May - 1 Jun 2017	Dubai	4100 USD
SAD15	Administration and Office Management - Best Practices and Technologies	28 May - 1 Jun 2017	Dubai	4100 USD
SAD17	The Office Professional and Records Management Masterclass	7 MAY - 18 MAY 2017	Dubai	8200 USD
SAD5	Office Management and Effective Administration Skills	7 May - 11 May 2017	Kuala Lumpur	4700 USD
SAD13	Computer -Based Office Administration and Organization	7 May - 11 May 2017	Kuala Lumpur	4700 USD
SAD4	E -Library Management Techniques	14 May - 18 May 2017	Kuala Lumpur	4700 USD
SAD12	The Advanced Executive Assistant Program	14 May - 18 May 2017	Kuala Lumpur	4700 USD
SAD3	Documents and Records Management Compliance	21 May - 25 May 2017	Kuala Lumpur	4700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	21 May - 25 May 2017	Kuala Lumpur	4700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	28 May - 1 Jun 2017	Kuala Lumpur	4700 USD
SAD10	Administration and Office Management Professional	28 May - 1 Jun 2017	Kuala Lumpur	4700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	7 May - 11 May 2017	Istanbul	4950 USD
SAD10	Administration and Office Management Professional	7 May - 11 May 2017	Istanbul	4950 USD
SAD3	Documents and Records Management	14 May - 18 May 2017	Istanbul	4950 USD

	Compliance			
SAD11	The Executive Assistant - Personal Assistant Masterclass	14 May - 18 May 2017	Istanbul	4950 USD
SAD4	E -Library Management Techniques	21 May - 25 May 2017	Istanbul	4950 USD
SAD12	The Advanced Executive Assistant Program	21 May - 25 May 2017	Istanbul	4950 USD
SAD5	Office Management and Effective Administration Skills	28 May - 1 Jun 2017	Istanbul	4950 USD
SAD13	Computer -Based Office Administration and Organization	28 May - 1 Jun 2017	Istanbul	4950 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	7 May - 11 May 2017	Paris	6900 USD
SAD15	Administration and Office Management - Best Practices and Technologies	7 May - 11 May 2017	Paris	6900 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	14 May - 18 May 2017	Paris	6900 USD
SAD14	The Highly Productive and Effective Administrator	14 May - 18 May 2017	Paris	6900 USD
SAD8	Time Management and Personal Effectiveness	21 May - 25 May 2017	Paris	6900 USD
SAD18	The Support Staff and Administrative Assistant	21 May - 25 May 2017	Paris	6900 USD
SAD1	Advanced Documents and Records Management Compliance	28 May - 1 Jun 2017	Paris	6900 USD
SAD9	Efficient Administration Skills	28 May - 1 Jun 2017	Paris	6900 USD
SAD17	The Office Professional and Records Management Masterclass	7 MAY - 18 MAY 2017	Paris	13800 USD
SAD5	Office Management and Effective Administration Skills	4 Jun - 8 Jun 2017	London	5700 USD
SAD13	Computer -Based Office Administration and Organization	4 Jun - 8 Jun 2017	London	5700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	11 Jun - 15 Jun 2017	London	5700 USD
SAD10	Administration and Office Management Professional	11 Jun - 15 Jun 2017	London	5700 USD
SAD3	Documents and Records Management Compliance	18 Jun - 22 Jun 2017	London	5700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	18 Jun - 22 Jun 2017	London	5700 USD
SAD4	E -Library Management Techniques	25 Jun - 29 Jun 2017	London	5700 USD
SAD12	The Advanced Executive Assistant Program	25 Jun - 29 Jun 2017	London	5700 USD
SAD4	E -Library Management Techniques	4 Jun - 8 Jun 2017	Dubai	4100 USD
SAD12	The Advanced Executive Assistant Program	4 Jun - 8 Jun 2017	Dubai	4100 USD
SAD5	Office Management and Effective Administration Skills	11 Jun - 15 Jun 2017	Dubai	4100 USD

SAD13	Computer -Based Office Administration and Organization	11 Jun - 15 Jun 2017	Dubai	4100 USD
SAD2	Communication and Planning Skills for Administrative Professionals	18 Jun - 22 Jun 2017	Dubai	4100 USD
SAD10	Administration and Office Management Professional	18 Jun - 22 Jun 2017	Dubai	4100 USD
SAD3	Documents and Records Management Compliance	25 Jun - 29 Jun 2017	Dubai	4100 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	25 Jun - 29 Jun 2017	Dubai	4100 USD
SAD1	Advanced Documents and Records Management Compliance	4 Jun - 8 Jun 2017	Kuala Lumpur	4700 USD
SAD9	Efficient Administration Skills	4 Jun - 8 Jun 2017	Kuala Lumpur	4700 USD
SAD8	Time Management and Personal Effectiveness	11 Jun - 15 Jun 2017	Kuala Lumpur	4700 USD
SAD18	The Support Staff and Administrative Assistant	11 Jun - 15 Jun 2017	Kuala Lumpur	4700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	18 Jun - 22 Jun 2017	Kuala Lumpur	4700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	18 Jun - 22 Jun 2017	Kuala Lumpur	4700 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	25 Jun - 29 Jun 2017	Kuala Lumpur	4700 USD
SAD14	The Highly Productive and Effective Administrator	25 Jun - 29 Jun 2017	Kuala Lumpur	4700 USD
SAD17	The Office Professional and Records Management Masterclass	18 JUN - 29 JUN 2017	Kuala Lumpur	9400 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	4 Jun - 8 Jun 2017	Istanbul	4950 USD
SAD14	The Highly Productive and Effective Administrator	4 Jun - 8 Jun 2017	Istanbul	4950 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	11 Jun - 15 Jun 2017	Istanbul	4950 USD
SAD15	Administration and Office Management - Best Practices and Technologies	11 Jun - 15 Jun 2017	Istanbul	4950 USD
SAD8	Time Management and Personal Effectiveness	18 Jun - 22 Jun 2017	Istanbul	4950 USD
SAD18	The Support Staff and Administrative Assistant	18 Jun - 22 Jun 2017	Istanbul	4950 USD
SAD1	Advanced Documents and Records Management Compliance	25 Jun - 29 Jun 2017	Istanbul	4950 USD
SAD9	Efficient Administration Skills	25 Jun - 29 Jun 2017	Istanbul	4950 USD
SAD17	The Office Professional and Records Management Masterclass	11 JUN - 22 JUN 2017	Istanbul	9900 USD
SAD5	Office Management and Effective Administration Skills	4 Jun - 8 Jun 2017	Paris	6900 USD
	Computer -Based Office Administration and			

SAD13	Organization	4 Jun - 8 Jun 2017	Paris	6900 USD
SAD2	Communication and Planning Skills for Administrative Professionals	11 Jun - 15 Jun 2017	Paris	6900 USD
SAD10	Administration and Office Management Professional	11 Jun - 15 Jun 2017	Paris	6900 USD
SAD3	Documents and Records Management Compliance	18 Jun - 22 Jun 2017	Paris	6900 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	18 Jun - 22 Jun 2017	Paris	6900 USD
SAD4	E -Library Management Techniques	25 Jun - 29 Jun 2017	Paris	6900 USD
SAD12	The Advanced Executive Assistant Program	25 Jun - 29 Jun 2017	Paris	6900 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2 Jul - 6 Jul 2017	London	5700 USD
SAD14	The Highly Productive and Effective Administrator	2 Jul - 6 Jul 2017	London	5700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	9 Jul - 13 Jul 2017	London	5700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	9 Jul - 13 Jul 2017	London	5700 USD
SAD8	Time Management and Personal Effectiveness	16 Jul - 20 Jul 2017	London	5700 USD
SAD18	The Support Staff and Administrative Assistant	16 Jul - 20 Jul 2017	London	5700 USD
SAD1	Advanced Documents and Records Management Compliance	23 Jul - 27 Jul 2017	London	5700 USD
SAD9	Efficient Administration Skills	23 Jul - 27 Jul 2017	London	5700 USD
SAD17	The Office Professional and Records Management Masterclass	9 JUL - 20 JUL 2017	London	11400 USD
SAD1	Advanced Documents and Records Management Compliance	2 Jul - 6 Jul 2017	Dubai	4100 USD
SAD9	Efficient Administration Skills	2 Jul - 6 Jul 2017	Dubai	4100 USD
SAD8	Time Management and Personal Effectiveness	9 Jul - 13 Jul 2017	Dubai	4100 USD
SAD18	The Support Staff and Administrative Assistant	9 Jul - 13 Jul 2017	Dubai	4100 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	16 Jul - 20 Jul 2017	Dubai	4100 USD
SAD15	Administration and Office Management - Best Practices and Technologies	16 Jul - 20 Jul 2017	Dubai	4100 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	30 Jul - 3 Aug 2017	Dubai	4100 USD
SAD14	The Highly Productive and Effective Administrator	30 Jul - 3 Aug 2017	Dubai	4100 USD
SAD17	The Office Professional and Records Management Masterclass	16 JUL - 29 JUL 2017	Dubai	8200 USD

SAD4	E -Library Management Techniques	2 Jul - 6 Jul 2017	Kuala Lumpur	4700 USD
SAD12	The Advanced Executive Assistant Program	2 Jul - 6 Jul 2017	Kuala Lumpur	4700 USD
SAD3	Documents and Records Management Compliance	9 Jul - 13 Jul 2017	Kuala Lumpur	4700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	9 Jul - 13 Jul 2017	Kuala Lumpur	4700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	16 Jul - 20 Jul 2017	Kuala Lumpur	4700 USD
SAD10	Administration and Office Management Professional	16 Jul - 20 Jul 2017	Kuala Lumpur	4700 USD
SAD5	Office Management and Effective Administration Skills	23 Jul - 27 Jul 2017	Kuala Lumpur	4700 USD
SAD13	Computer -Based Office Administration and Organization	23 Jul - 27 Jul 2017	Kuala Lumpur	4700 USD
SAD3	Documents and Records Management Compliance	2 Jul - 6 Jul 2017	Istanbul	4950 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	2 Jul - 6 Jul 2017	Istanbul	4950 USD
SAD2	Communication and Planning Skills for Administrative Professionals	9 Jul - 13 Jul 2017	Istanbul	4950 USD
SAD10	Administration and Office Management Professional	9 Jul - 13 Jul 2017	Istanbul	4950 USD
SAD5	Office Management and Effective Administration Skills	16 Jul - 20 Jul 2017	Istanbul	4950 USD
SAD13	Computer -Based Office Administration and Organization	16 Jul - 20 Jul 2017	Istanbul	4950 USD
SAD4	E -Library Management Techniques	30 Jul - 3 Aug 2017	Istanbul	4950 USD
SAD12	The Advanced Executive Assistant Program	30 Jul - 3 Aug 2017	Istanbul	4950 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	2 Jul - 6 Jul 2017	Paris	6900 USD
SAD14	The Highly Productive and Effective Administrator	2 Jul - 6 Jul 2017	Paris	6900 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	9 Jul - 13 Jul 2017	Paris	6900 USD
SAD15	Administration and Office Management - Best Practices and Technologies	9 Jul - 13 Jul 2017	Paris	6900 USD
SAD8	Time Management and Personal Effectiveness	16 Jul - 20 Jul 2017	Paris	6900 USD
SAD18	The Support Staff and Administrative Assistant	16 Jul - 20 Jul 2017	Paris	6900 USD
SAD1	Advanced Documents and Records Management Compliance	30 Jul - 3 Aug 2017	Paris	6900 USD
SAD9	Efficient Administration Skills	30 Jul - 3 Aug 2017	Paris	6900 USD
SAD17	The Office Professional and Records Management Masterclass	9 JUL - 20 JUL 2017	Paris	13800 USD

SAD2	Communication and Planning Skills for Administrative Professionals	6 Aug - 10 Aug 2017	London	5700 USD
SAD10	Administration and Office Management Professional	6 Aug - 10 Aug 2017	London	5700 USD
SAD3	Documents and Records Management Compliance	13 Aug - 17 Aug 2017	London	5700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	13 Aug - 17 Aug 2017	London	5700 USD
SAD4	E -Library Management Techniques	20 Aug - 24 Aug 2017	London	5700 USD
SAD12	The Advanced Executive Assistant Program	20 Aug - 24 Aug 2017	London	5700 USD
SAD5	Office Management and Effective Administration Skills	27 Aug - 31 Aug 2017	London	5700 USD
SAD13	Computer -Based Office Administration and Organization	27 Aug - 31 Aug 2017	London	5700 USD
SAD5	Office Management and Effective Administration Skills	6 Aug - 10 Aug 2017	Dubai	4100 USD
SAD13	Computer -Based Office Administration and Organization	6 Aug - 10 Aug 2017	Dubai	4100 USD
SAD4	E -Library Management Techniques	13 Aug - 17 Aug 2017	Dubai	4100 USD
SAD12	The Advanced Executive Assistant Program	13 Aug - 17 Aug 2017	Dubai	4100 USD
SAD3	Documents and Records Management Compliance	20 Aug - 24 Aug 2017	Dubai	4100 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	20 Aug - 24 Aug 2017	Dubai	4100 USD
SAD2	Communication and Planning Skills for Administrative Professionals	27 Aug - 31 Aug 2017	Dubai	4100 USD
SAD10	Administration and Office Management Professional	27 Aug - 31 Aug 2017	Dubai	4100 USD
SAD1	Advanced Documents and Records Management Compliance	6 Aug - 10 Aug 2017	Kuala Lumpur	4700 USD
SAD9	Efficient Administration Skills	6 Aug - 10 Aug 2017	Kuala Lumpur	4700 USD
SAD8	Time Management and Personal Effectiveness	13 Aug - 17 Aug 2017	Kuala Lumpur	4700 USD
SAD18	The Support Staff and Administrative Assistant	13 Aug - 17 Aug 2017	Kuala Lumpur	4700 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	20 Aug - 24 Aug 2017	Kuala Lumpur	4700 USD
SAD14	The Highly Productive and Effective Administrator	20 Aug - 24 Aug 2017	Kuala Lumpur	4700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	27 Aug - 31 Aug 2017	Kuala Lumpur	4700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	27 Aug - 31 Aug 2017	Kuala Lumpur	4700 USD
SAD17	The Office Professional and Records Management Masterclass	20 AUG - 31 AUG 2017	Kuala Lumpur	9400 USD

SAD7	SharePoint Implementation Best Practices - From Design to Integration	6 Aug - 10 Aug 2017	Istanbul	4950 USD
SAD15	Administration and Office Management - Best Practices and Technologies	6 Aug - 10 Aug 2017	Istanbul	4950 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	13 Aug - 17 Aug 2017	Istanbul	4950 USD
SAD14	The Highly Productive and Effective Administrator	13 Aug - 17 Aug 2017	Istanbul	4950 USD
SAD1	Advanced Documents and Records Management Compliance	20 Aug - 24 Aug 2017	Istanbul	4950 USD
SAD9	Efficient Administration Skills	20 Aug - 24 Aug 2017	Istanbul	4950 USD
SAD8	Time Management and Personal Effectiveness	27 Aug - 31 Aug 2017	Istanbul	4950 USD
SAD18	The Support Staff and Administrative Assistant	27 Aug - 31 Aug 2017	Istanbul	4950 USD
SAD17	The Office Professional and Records Management Masterclass	6 AUG - 17 AUG 2017	Istanbul	9900 USD
SAD2	Communication and Planning Skills for Administrative Professionals	6 Aug - 10 Aug 2017	Paris	6900 USD
SAD10	Administration and Office Management Professional	6 Aug - 10 Aug 2017	Paris	6900 USD
SAD3	Documents and Records Management Compliance	13 Aug - 17 Aug 2017	Paris	6900 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	13 Aug - 17 Aug 2017	Paris	6900 USD
SAD4	E -Library Management Techniques	20 Aug - 24 Aug 2017	Paris	6900 USD
SAD12	The Advanced Executive Assistant Program	20 Aug - 24 Aug 2017	Paris	6900 USD
SAD5	Office Management and Effective Administration Skills	27 Aug - 31 Aug 2017	Paris	6900 USD
SAD13	Computer -Based Office Administration and Organization	27 Aug - 31 Aug 2017	Paris	6900 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	3 Sep - 7 Sep 2017	London	5700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	3 Sep - 7 Sep 2017	London	5700 USD
SAD8	Time Management and Personal Effectiveness	10 Sep - 14 Sep 2017	London	5700 USD
SAD18	The Support Staff and Administrative Assistant	10 Sep - 14 Sep 2017	London	5700 USD
SAD1	Advanced Documents and Records Management Compliance	17 Sep - 21 Sep 2017	London	5700 USD
SAD9	Efficient Administration Skills	17 Sep - 21 Sep 2017	London	5700 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	24 Sep - 28 Sep 2017	London	5700 USD
SAD14	The Highly Productive and Effective Administrator	24 Sep - 28 Sep 2017	London	5700 USD
SAD17	The Office Professional and Records Management	3 SEP - 14 SEP 2017	London	

	Masterclass			11400 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	3 Sep - 7 Sep 2017	Dubai	4100 USD
SAD14	The Highly Productive and Effective Administrator	3 Sep - 7 Sep 2017	Dubai	4100 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	10 Sep - 14 Sep 2017	Dubai	4100 USD
SAD15	Administration and Office Management - Best Practices and Technologies	10 Sep - 14 Sep 2017	Dubai	4100 USD
SAD8	Time Management and Personal Effectiveness	17 Sep - 21 Sep 2017	Dubai	4100 USD
SAD18	The Support Staff and Administrative Assistant	17 Sep - 21 Sep 2017	Dubai	4100 USD
SAD1	Advanced Documents and Records Management Compliance	24 Sep - 28 Sep 2017	Dubai	4100 USD
SAD9	Efficient Administration Skills	24 Sep - 28 Sep 2017	Dubai	4100 USD
SAD17	The Office Professional and Records Management Masterclass	10 SEP - 21 SEP 2017	Dubai	8200 USD
SAD2	Communication and Planning Skills for Administrative Professionals	3 Sep - 7 Sep 2017	Kuala Lumpur	4700 USD
SAD10	Administration and Office Management Professional	3 Sep - 7 Sep 2017	Kuala Lumpur	4700 USD
SAD5	Office Management and Effective Administration Skills	10 Sep - 14 Sep 2017	Kuala Lumpur	4700 USD
SAD13	Computer -Based Office Administration and Organization	10 Sep - 14 Sep 2017	Kuala Lumpur	4700 USD
SAD4	E -Library Management Techniques	17 Sep - 21 Sep 2017	Kuala Lumpur	4700 USD
SAD12	The Advanced Executive Assistant Program	17 Sep - 21 Sep 2017	Kuala Lumpur	4700 USD
SAD3	Documents and Records Management Compliance	24 Sep - 28 Sep 2017	Kuala Lumpur	4700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	24 Sep - 28 Sep 2017	Kuala Lumpur	4700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	3 Sep - 7 Sep 2017	Istanbul	4950 USD
SAD10	Administration and Office Management Professional	3 Sep - 7 Sep 2017	Istanbul	4950 USD
SAD5	Office Management and Effective Administration Skills	10 Sep - 14 Sep 2017	Istanbul	4950 USD
SAD13	Computer -Based Office Administration and Organization	10 Sep - 14 Sep 2017	Istanbul	4950 USD
SAD4	E -Library Management Techniques	17 Sep - 21 Sep 2017	Istanbul	4950 USD
SAD12	The Advanced Executive Assistant Program	17 Sep - 21 Sep 2017	Istanbul	4950 USD
SAD3	Documents and Records Management Compliance	24 Sep - 28 Sep 2017	Istanbul	4950 USD
SAD11	The Executive Assistant - Personal Assistant	24 Sep - 28 Sep 2017	Istanbul	4950 USD

	Masterclass			
SAD7	SharePoint Implementation Best Practices - From Design to Integration	3 Sep - 7 Sep 2017	Paris	6900 USD
SAD15	Administration and Office Management - Best Practices and Technologies	3 Sep - 7 Sep 2017	Paris	6900 USD
SAD8	Time Management and Personal Effectiveness	10 Sep - 14 Sep 2017	Paris	6900 USD
SAD18	The Support Staff and Administrative Assistant	10 Sep - 14 Sep 2017	Paris	6900 USD
SAD1	Advanced Documents and Records Management Compliance	17 Sep - 21 Sep 2017	Paris	6900 USD
SAD9	Efficient Administration Skills	17 Sep - 21 Sep 2017	Paris	6900 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	24 Sep - 28 Sep 2017	Paris	6900 USD
SAD14	The Highly Productive and Effective Administrator	24 Sep - 28 Sep 2017	Paris	6900 USD
SAD17	The Office Professional and Records Management Masterclass	3 SEP - 14 SEP 2017	Paris	13800 USD
SAD4	E -Library Management Techniques	1 Oct - 5 Oct 2017	London	5700 USD
SAD12	The Advanced Executive Assistant Program	1 Oct - 5 Oct 2017	London	5700 USD
SAD5	Office Management and Effective Administration Skills	8 Oct - 12 Oct 2017	London	5700 USD
SAD13	Computer -Based Office Administration and Organization	8 Oct - 12 Oct 2017	London	5700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	15 Oct - 19 Oct 2017	London	5700 USD
SAD10	Administration and Office Management Professional	15 Oct - 19 Oct 2017	London	5700 USD
SAD3	Documents and Records Management Compliance	22 Oct - 26 Oct 2017	London	5700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	22 Oct - 26 Oct 2017	London	5700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	1 Oct - 5 Oct 2017	Dubai	4100 USD
SAD10	Administration and Office Management Professional	1 Oct - 5 Oct 2017	Dubai	4100 USD
SAD3	Documents and Records Management Compliance	8 Oct - 12 Oct 2017	Dubai	4100 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	8 Oct - 12 Oct 2017	Dubai	4100 USD
SAD4	E -Library Management Techniques	15 Oct - 19 Oct 2017	Dubai	4100 USD
SAD12	The Advanced Executive Assistant Program	15 Oct - 19 Oct 2017	Dubai	4100 USD
SAD5	Office Management and Effective Administration Skills	22 Oct - 26 Oct 2017	Dubai	4100 USD
SAD13	Computer -Based Office Administration and	22 Oct - 26 Oct 2017	Dubai	4100 USD

	Organization			
SAD1	Advanced Documents and Records Management Compliance	1 Oct - 5 Oct 2017	Kuala Lumpur	4700 USD
SAD9	Efficient Administration Skills	1 Oct - 5 Oct 2017	Kuala Lumpur	4700 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	8 Oct - 12 Oct 2017	Kuala Lumpur	4700 USD
SAD14	The Highly Productive and Effective Administrator	8 Oct - 12 Oct 2017	Kuala Lumpur	4700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	15 Oct - 19 Oct 2017	Kuala Lumpur	4700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	15 Oct - 19 Oct 2017	Kuala Lumpur	4700 USD
SAD8	Time Management and Personal Effectiveness	22 Oct - 26 Oct 2017	Kuala Lumpur	4700 USD
SAD18	The Support Staff and Administrative Assistant	22 Oct - 26 Oct 2017	Kuala Lumpur	4700 USD
SAD17	The Office Professional and Records Management Masterclass	15 OCT - 26 OCT 2017	Kuala Lumpur	9400 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	1 Oct - 5 Oct 2017	Istanbul	4950 USD
SAD14	The Highly Productive and Effective Administrator	1 Oct - 5 Oct 2017	Istanbul	4950 USD
SAD1	Advanced Documents and Records Management Compliance	8 Oct - 12 Oct 2017	Istanbul	4950 USD
SAD9	Efficient Administration Skills	8 Oct - 12 Oct 2017	Istanbul	4950 USD
SAD8	Time Management and Personal Effectiveness	15 Oct - 19 Oct 2017	Istanbul	4950 USD
SAD18	The Support Staff and Administrative Assistant	15 Oct - 19 Oct 2017	Istanbul	4950 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	22 Oct - 26 Oct 2017	Istanbul	4950 USD
SAD15	Administration and Office Management - Best Practices and Technologies	22 Oct - 26 Oct 2017	Istanbul	4950 USD
SAD17	The Office Professional and Records Management Masterclass	22 OCT - 2 NOV 2017	Istanbul	9900 USD
SAD4	E -Library Management Techniques	1 Oct - 5 Oct 2017	Paris	6900 USD
SAD12	The Advanced Executive Assistant Program	1 Oct - 5 Oct 2017	Paris	6900 USD
SAD5	Office Management and Effective Administration Skills	8 Oct - 12 Oct 2017	Paris	6900 USD
SAD13	Computer -Based Office Administration and Organization	8 Oct - 12 Oct 2017	Paris	6900 USD
SAD2	Communication and Planning Skills for Administrative Professionals	15 Oct - 19 Oct 2017	Paris	6900 USD
SAD10	Administration and Office Management Professional	15 Oct - 19 Oct 2017	Paris	6900 USD

SAD3	Documents and Records Management Compliance	22 Oct - 26 Oct 2017	Paris	6900 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	22 Oct - 26 Oct 2017	Paris	6900 USD
SAD8	Time Management and Personal Effectiveness	5 Nov - 9 Nov 2017	London	5700 USD
SAD18	The Support Staff and Administrative Assistant	5 Nov - 9 Nov 2017	London	5700 USD
SAD1	Advanced Documents and Records Management Compliance	12 Nov - 16 Nov 2017	London	5700 USD
SAD9	Efficient Administration Skills	12 Nov - 16 Nov 2017	London	5700 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	19 Nov - 23 Nov 2017	London	5700 USD
SAD14	The Highly Productive and Effective Administrator	19 Nov - 23 Nov 2017	London	5700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	26 Nov - 30 Nov 2017	London	5700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	26 Nov - 30 Nov 2017	London	5700 USD
SAD17	The Office Professional and Records Management Masterclass	19 NOV - 30 NOV 2017	London	11400 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	5 Nov - 9 Nov 2017	Dubai	4100 USD
SAD15	Administration and Office Management - Best Practices and Technologies	5 Nov - 9 Nov 2017	Dubai	4100 USD
SAD8	Time Management and Personal Effectiveness	12 Nov - 16 Nov 2017	Dubai	4100 USD
SAD18	The Support Staff and Administrative Assistant	12 Nov - 16 Nov 2017	Dubai	4100 USD
SAD1	Advanced Documents and Records Management Compliance	19 Nov - 23 Nov 2017	Dubai	4100 USD
SAD9	Efficient Administration Skills	19 Nov - 23 Nov 2017	Dubai	4100 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	26 Nov - 30 Nov 2017	Dubai	4100 USD
SAD14	The Highly Productive and Effective Administrator	26 Nov - 30 Nov 2017	Dubai	4100 USD
SAD17	The Office Professional and Records Management Masterclass	5 NOV - 16 NOV 2017	Dubai	8200 USD
SAD2	Communication and Planning Skills for Administrative Professionals	5 Nov - 9 Nov 2017	Kuala Lumpur	4700 USD
SAD10	Administration and Office Management Professional	5 Nov - 9 Nov 2017	Kuala Lumpur	4700 USD
SAD3	Documents and Records Management Compliance	12 Nov - 16 Nov 2017	Kuala Lumpur	4700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	12 Nov - 16 Nov 2017	Kuala Lumpur	4700 USD
SAD4	E -Library Management Techniques	19 Nov - 23 Nov 2017	Kuala Lumpur	4700 USD
SAD12	The Advanced Executive Assistant Program	19 Nov - 23 Nov 2017	Kuala Lumpur	

				4700 USD
SAD5	Office Management and Effective Administration Skills	26 Nov - 30 Nov 2017	Kuala Lumpur	4700 USD
SAD13	Computer -Based Office Administration and Organization	26 Nov - 30 Nov 2017	Kuala Lumpur	4700 USD
SAD5	Office Management and Effective Administration Skills	5 Nov - 9 Nov 2017	Istanbul	4950 USD
SAD13	Computer -Based Office Administration and Organization	5 Nov - 9 Nov 2017	Istanbul	4950 USD
SAD4	E -Library Management Techniques	12 Nov - 16 Nov 2017	Istanbul	4950 USD
SAD12	The Advanced Executive Assistant Program	12 Nov - 16 Nov 2017	Istanbul	4950 USD
SAD3	Documents and Records Management Compliance	19 Nov - 23 Nov 2017	Istanbul	4950 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	19 Nov - 23 Nov 2017	Istanbul	4950 USD
SAD2	Communication and Planning Skills for Administrative Professionals	26 Nov - 30 Nov 2017	Istanbul	4950 USD
SAD10	Administration and Office Management Professional	26 Nov - 30 Nov 2017	Istanbul	4950 USD
SAD8	Time Management and Personal Effectiveness	5 Nov - 9 Nov 2017	Paris	6900 USD
SAD18	The Support Staff and Administrative Assistant	5 Nov - 9 Nov 2017	Paris	6900 USD
SAD1	Advanced Documents and Records Management Compliance	12 Nov - 16 Nov 2017	Paris	6900 USD
SAD9	Efficient Administration Skills	12 Nov - 16 Nov 2017	Paris	6900 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	19 Nov - 23 Nov 2017	Paris	6900 USD
SAD14	The Highly Productive and Effective Administrator	19 Nov - 23 Nov 2017	Paris	6900 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	26 Nov - 30 Nov 2017	Paris	6900 USD
SAD15	Administration and Office Management - Best Practices and Technologies	26 Nov - 30 Nov 2017	Paris	6900 USD
SAD17	The Office Professional and Records Management Masterclass	19 NOV - 30 NOV 2017	Paris	13800 USD
SAD4	E -Library Management Techniques	3 Dec - 7 Dec 2017	London	5700 USD
SAD12	The Advanced Executive Assistant Program	3 Dec - 7 Dec 2017	London	5700 USD
SAD5	Office Management and Effective Administration Skills	10 Dec - 14 Dec 2017	London	5700 USD
SAD13	Computer -Based Office Administration and Organization	10 Dec - 14 Dec 2017	London	5700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	17 Dec - 21 Dec 2017	London	5700 USD

SAD10	Administration and Office Management Professional	17 Dec - 21 Dec 2017	London	5700 USD
SAD3	Documents and Records Management Compliance	24 Dec - 28 Dec 2017	London	5700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	24 Dec - 28 Dec 2017	London	5700 USD
SAD3	Documents and Records Management Compliance	3 Dec - 7 Dec 2017	Dubai	4100 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	3 Dec - 7 Dec 2017	Dubai	4100 USD
SAD4	E -Library Management Techniques	10 Dec - 14 Dec 2017	Dubai	4100 USD
SAD12	The Advanced Executive Assistant Program	10 Dec - 14 Dec 2017	Dubai	4100 USD
SAD5	Office Management and Effective Administration Skills	17 Dec - 21 Dec 2017	Dubai	4100 USD
SAD13	Computer -Based Office Administration and Organization	17 Dec - 21 Dec 2017	Dubai	4100 USD
SAD2	Communication and Planning Skills for Administrative Professionals	24 Dec - 28 Dec 2017	Dubai	4100 USD
SAD10	Administration and Office Management Professional	24 Dec - 28 Dec 2017	Dubai	4100 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	3 Dec - 7 Dec 2017	Kuala Lumpur	4700 USD
SAD14	The Highly Productive and Effective Administrator	3 Dec - 7 Dec 2017	Kuala Lumpur	4700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	10 Dec - 14 Dec 2017	Kuala Lumpur	4700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	10 Dec - 14 Dec 2017	Kuala Lumpur	4700 USD
SAD8	Time Management and Personal Effectiveness	17 Dec - 21 Dec 2017	Kuala Lumpur	4700 USD
SAD18	The Support Staff and Administrative Assistant	17 Dec - 21 Dec 2017	Kuala Lumpur	4700 USD
SAD1	Advanced Documents and Records Management Compliance	24 Dec - 28 Dec 2017	Kuala Lumpur	4700 USD
SAD9	Efficient Administration Skills	24 Dec - 28 Dec 2017	Kuala Lumpur	4700 USD
SAD17	The Office Professional and Records Management Masterclass	10 DEC - 21 DEC 2017	Kuala Lumpur	9400 USD
SAD1	Advanced Documents and Records Management Compliance	3 Dec - 7 Dec 2017	Istanbul	4950 USD
SAD9	Efficient Administration Skills	3 Dec - 7 Dec 2017	Istanbul	4950 USD
SAD8	Time Management and Personal Effectiveness	10 Dec - 14 Dec 2017	Istanbul	4950 USD
SAD18	The Support Staff and Administrative Assistant	10 Dec - 14 Dec 2017	Istanbul	4950 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	17 Dec - 21 Dec 2017	Istanbul	4950 USD
SAD15	Administration and Office Management - Best	17 Dec - 21 Dec 2017	Istanbul	4950 USD

	Practices and Technologies			
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	24 Dec - 28 Dec 2017	Istanbul	4950 USD
SAD14	The Highly Productive and Effective Administrator	24 Dec - 28 Dec 2017	Istanbul	4950 USD
SAD17	The Office Professional and Records Management Masterclass	17 DEC - 28 DEC 2017	Istanbul	9900 USD
SAD4	E -Library Management Techniques	3 Dec - 7 Dec 2017	Paris	6900 USD
SAD12	The Advanced Executive Assistant Program	3 Dec - 7 Dec 2017	Paris	6900 USD
SAD5	Office Management and Effective Administration Skills	10 Dec - 14 Dec 2017	Paris	6900 USD
SAD13	Computer -Based Office Administration and Organization	10 Dec - 14 Dec 2017	Paris	6900 USD
SAD2	Communication and Planning Skills for Administrative Professionals	17 Dec - 21 Dec 2017	Paris	6900 USD
SAD10	Administration and Office Management Professional	17 Dec - 21 Dec 2017	Paris	6900 USD
SAD3	Documents and Records Management Compliance	24 Dec - 28 Dec 2017	Paris	6900 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	24 Dec - 28 Dec 2017	Paris	6900 USD
SAD1	Advanced Documents and Records Management Compliance	7 Jan - 11 Jan 2018	London	5700 USD
SAD9	Efficient Administration Skills	7 Jan - 11 Jan 2018	London	5700 USD
SAD8	Time Management and Personal Effectiveness	14 Jan - 18 Jan 2018	London	5700 USD
SAD18	The Support Staff and Administrative Assistant	14 Jan - 18 Jan 2018	London	5700 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	21 Jan - 25 Jan 2018	London	5700 USD
SAD15	Administration and Office Management - Best Practices and Technologies	21 Jan - 25 Jan 2018	London	5700 USD
SAD17	The Office Professional and Records Management Masterclass	21 JAN - 1 FEB 2018	London	11400 USD
SAD6	Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	7 Jan - 11 Jan 2018	Dubai	4100 USD
SAD14	The Highly Productive and Effective Administrator	7 Jan - 11 Jan 2018	Dubai	4100 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	14 Jan - 18 Jan 2018	Dubai	4100 USD
SAD15	Administration and Office Management - Best Practices and Technologies	14 Jan - 18 Jan 2018	Dubai	4100 USD
SAD8	Time Management and Personal Effectiveness	21 Jan - 25 Jan 2018	Dubai	4100 USD
SAD18	The Support Staff and Administrative Assistant	21 Jan - 25 Jan 2018	Dubai	4100 USD
SAD17	The Office Professional and Records Management	14 JAN - 25 JAN 2018	Dubai	

	Masterclass			8200 USD
SAD3	Documents and Records Management Compliance	7 Jan - 11 Jan 2018	Kuala Lumpur	4700 USD
SAD11	The Executive Assistant - Personal Assistant Masterclass	7 Jan - 11 Jan 2018	Kuala Lumpur	4700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	14 Jan - 18 Jan 2018	Kuala Lumpur	4700 USD
SAD10	Administration and Office Management Professional	14 Jan - 18 Jan 2018	Kuala Lumpur	4700 USD
SAD5	Office Management and Effective Administration Skills	21 Jan - 25 Jan 2018	Kuala Lumpur	4700 USD
SAD13	Computer -Based Office Administration and Organization	21 Jan - 25 Jan 2018	Kuala Lumpur	4700 USD
SAD2	Communication and Planning Skills for Administrative Professionals	7 Jan - 11 Jan 2018	Istanbul	4950 USD
SAD10	Administration and Office Management Professional	7 Jan - 11 Jan 2018	Istanbul	4950 USD
SAD5	Office Management and Effective Administration Skills	14 Jan - 18 Jan 2018	Istanbul	4950 USD
SAD13	Computer -Based Office Administration and Organization	14 Jan - 18 Jan 2018	Istanbul	4950 USD
SAD4	E -Library Management Techniques	21 Jan - 25 Jan 2018	Istanbul	4950 USD
SAD12	The Advanced Executive Assistant Program	21 Jan - 25 Jan 2018	Istanbul	4950 USD
SAD1	Advanced Documents and Records Management Compliance	7 Jan - 11 Jan 2018	Paris	6900 USD
SAD9	Efficient Administration Skills	7 Jan - 11 Jan 2018	Paris	6900 USD
SAD8	Time Management and Personal Effectiveness	14 Jan - 18 Jan 2018	Paris	6900 USD
SAD18	The Support Staff and Administrative Assistant	14 Jan - 18 Jan 2018	Paris	6900 USD
SAD7	SharePoint Implementation Best Practices - From Design to Integration	21 Jan - 25 Jan 2018	Paris	6900 USD
SAD15	Administration and Office Management - Best Practices and Technologies	21 Jan - 25 Jan 2018	Paris	6900 USD
SAD17	The Office Professional and Records Management Masterclass	21 JAN - 1 FEB 2018	Paris	13800 USD

For more details please ask our customer support to assist you at training@bmc.net