



Office Management

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Want to gain the skill of managing an office but being an entrepreneur, it is slightly daunting for you to manage all on your own? It is essential to consistently manage and keep important files and documents organised to make your prompt and easier. Therefore, to make your work manageable and dig you out of your disorganised state, we have curated this Office Management Bundle.

Gain a comprehensive understanding and out compete your competitors with the help of this Office Management course! Through this Office Management course, you will gain relevant theoretical and practical skills necessary to thrive in the entrepreneurship industry. This bundle covers every significant detail you need to prosper within this profession, covering topics such as performance and talent management, maintaining professionalism in the workplace, developing time management aptitude, organisational chaos management, and so much more! Therefore, with this Office Management bundle, you are promised to become a successful entrepreneur. Not only will you gain a competitive advantage over your competitors, but this course will certainly be worth your time and money.

Enrol now, and take your first step forward towards a promising future!

CPD accredited Office Management bundle is the most comprehensive bundle on Office Management now available online, offered by Skill up to upskill you with core to advanced office management ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the office management promising industry.

Sign up for the all-inclusive Office Management bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

Learning Outcomes of this Office Management Bundle:

- Understand performance and talent management
- Develop communication skills
- Attain time management skills
- Understand project management effectively.
- Be familiar with business etiquette basics and cultural diversity

- Familiarise yourself with business process management
- Be familiar with organisational chaos

Office Management Bundle Specialities

- 21 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 7 completion certificates upon completing the Office Management bundle.
- Internationally recognised Accredited Qualification will boost up your resume.
- You will learn the researched and proven approach of Office Management adopted by renowned experts.

Assessment

After completing all the modules of the Office Management Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.

Certificate

This Office Management bundle comes with FREE PDF Certificates, PDF Transcripts & Student ID Card, making it the perfect value for money. You can also claim a Hard Copy certificate for only £10.99.

This self-paced Office Management bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Office Management bundle now!

This Office Management Bundle Consists of the Following Courses:


- Course 1: Workplace Management Training
- Course 2: Team Management Advanced Training
- Course 3: Workplace Critical Thinking
- Course 4: Time Management : Step By Step Training
- Course 5: Xero Advance Bookkeeping 2021
- Course 6: Office Skills
- Course 7: Workplace Stress Management

Curriculum Breakdown of the Premium Courses:

➤ Workplace Management Training

- Module 1 : Human Resources Today
- Module 2 : Recruiting and Interviewing
- Module 3 : Retention and Orientation
- Module 4 : Following Up with New Employees
- Module 5 : Workplace Health & Safety
- Module 6 : Workplace Bullying, Harassment, and Violence
- Module 7 : Workplace Wellness
- Module 8 : Providing Feedback to Employees
- Module 9 : Disciplining Employees
- Module 10 : Terminating Employees

➤ Team Management Advanced Training

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- Module 1: Defining Team
 - Module 02: Understanding Management and Leadership
 - Module 03: Building High Performing Teams
 - Module 04: Motivating Team Members
 - Module 05: Talent Management
 - Module 06: Stress Management and Mental Health
 - Module 07: Succession Planning
 - Module 08: Communication Skills
 - Module 09: Negotiation Techniques
 - Module 10: Managing Change
 - Module 11: Managing Time
 - Module 12: Managing Conflict
 - Module 13: Risk Management Process
 - Module 14: Managing Virtual Teams

➤ Workplace Critical Thinking

Module 01 : Facing New Problems

- The Critical Thinking Process
- Group Dynamics
- Critical Thinking Methods
- Problem Solving Approaches

Module 02 : Establishing the Problem

- A Identify the Problem
- Exploring the Problem

Module 03 : Discovering the Solution

- Assembling Potential Ideas
- Determining the Best Solution
- Evaluating Cost and Benefit
- Building Your Case

Module 04 : Accepting a Decision

- Accepting a Decision

➤ **Time Management : Step By Step Training**

Section 01: Welcome & Getting Started

- Introduction to Time Management: Step-by-Step
- Getting Help

Section 02: Choosing Your Time Tools

- What Tools Will I Need?
- Should I Use Print or Software Time Tools?
- General Factors When Choosing Software
- Choosing a Time Management System
- Choosing a Contact Management System
- Choosing a Calendar
- Choosing a Notes System
- Choosing a Time Tracker
- Make Your Choices

Section 03: Planning Your Work

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- Time for Planning
 - What is Your REAL Job?
 - Identifying Your Work Categories
 - Setting Blocks of Time for Each Category
 - The Carousel Method for Projects
 - Goals and Outcome Setting
 - The Power of Outlining
 - Mind Mapping for Planning and Brainstorming

Section 04: Reducing Distractions

- How Distractions Cripple Productivity
- Why Time Tracking is Critical to Success
- Reducing Email Distractions
- Social Media & App Distractions
- People Interruptions
- Telephone Distractions

Section 05: Creating Focus

- Taming Your Monkey Mind
- Getting It All Out of Your Head
- How Batching Gets More Done
- Using a Countdown Timer to Achieve Focus
- Discipline and Will Power
- Create an Office Power Hour

Section 06: Handling Tasks Effectively

- Analyzing Tasks
- How to Prioritize Tasks
- Visualizing and Organizing Your Tasks
- The Power of Checklists
- The Two Minute Rule
- Should I Go Paperless?

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- Telephone Time Tips

Section 07: Delegating Effectively

- Introduction to Delegating Effectively
- Delegating Tasks – Analyze First
- Delegating – Best Practices
- Why Delegating Fails
- Hiring vs. Outsourcing
- Fast Lazy Way to Create PowerPoints

Section 08: Inbox Zero Email Mastery

- Welcome to Inbox Zero Email Mastery
- Stopping Email Interruptions
- Sorting Your Inbox Daily
- Stop Working in Your Inbox
- Email Analysis
- Dumping Unneeded Emails
- Delegating Emails
- Scheduling Emails
- Finish the Most Important Emails First
- Email Handling & Reply Tips
- Email Replies in Seconds Using Text Expanders
- Second Priority Level Emails
- Stop Digital Filing & Embrace Search
- Handling Reading/Resource Emails
- Reduce Internal Emails with Task Management Systems
- Reducing Customer Emails with Support Ticket Systems
- How to Use Email Filters to Save Time
- Best Practices for Internal Email
- Outsource Your Email with Personal/Virtual Assistants

Section 09: Effective Meetings

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- Introduction to Effective Meetings
 - The Importance of an Agenda
 - Having the Right People at the Meeting
 - Setting Ground Rules for the Meeting
 - Preparing Reports before Meeting
 - Capturing Meeting Notes
 - Starting on Time
 - Getting Attendees Involved
 - Keeping the Meeting on Track
 - Creating an Action Plan
 - No “Anything Else?” Questions
 - End Meetings on Time
 - After Meeting Follow Up
 - Online Meeting Tips
 - Dealing with Controversial Topics

Section 10: Automating Your Work

- The Importance of Automation
- Getting Started with Automation
- Automating with Text Expanders

Section 11: Work/Life Balance

- Introduction to Work/Life Balance
- Work Life Balance Steps 1-5
- Work Life Balance Steps 6-8

Step 9: Learn to Play Again

- Work Life Balance Steps 10-14
- Work Life Balance Steps 15-17

Section 12: Student Time Tips

- Student Time Planning
- Creating Focus for Students

- Learning Tips for Students

➤ Xero Advance Bookkeeping 2021

Module 1: Getting Started

- Setting up Xero
- How to activate Bank Feed on Xero – Task 5 a
- Intro to your tutor and Xero course

Module 2: Setting up of the System


- Virtual Tour of Xero
- Add Busi bank and cash accounts
- Chart of Accounts and conversion balances

Module 3: Customers and Suppliers

- Customer and Supplier
- Create a Project
- Supplier Invoices, Credit Notes, Purchas orders
- Customer Invoices, Credit Notes, Quotes

Module 4: Fixed Assets

- Fixed Assets
- Inventory



Module 5: Bank Payments and Receipts

- Bank Feed
- Bank Payment and Receipts
- Internal Bank Transfer
- Repeating Bill
- Cash Coding

Module 6: Petty Cash

Module 7: Bank Reconciliation

Module 8: Business Credit Card Account

Module 9: Aged Reports

Module 10: Payroll and Journals

Module 11: Vat Return

Module 12: CIS Return

Module 13: Accrual and Prepayment

Module 14: Accrued Income and Deferred Income

Module 15: Depreciation Journal

Module 16: Management Reports

Module 17: Preparation of Budget

Module 18: Preparing Cash Flow

Module 19: Payment Services on Xero

Module 20: Bank Rules

Module 21: Multicurrency on Xero

Module 22: App Marketplace

Module 23: Introduction of Resources available during Covid-19

➤ Office Skills

- Module 1: Introduction to Office Administration
- Module 2: Skills of an Effective Administrator
- Module 3: Effective Planning and Scheduling
- Module 4: Organising Meeting and Conferences
- Module 5: Record Keeping and Filing Systems
- Module 6: Business Writing Skills
- Module 7: Minute Meeting, Decision and Action
- Module 8: Tips for Minute Taking
- Module 9: Time Management
- Module 10: Stress Management
- Module 11: Business Telephone Skills
- Module 12: Communication Skills
- Module 13: Conflict Management
- Module 14: Organisational Skills

➤ Workplace Stress Management

- Module 01: Defining Stress
- Module 02: Responses of the Nerves
- Module 03: Stress at Workplace
- Module 04: Personality and Stress
- Module 05: Managing Stress at Work
- Module 06: Personal Stress Management
- Module 07: Work-Life Balance