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Course : Office manager, the job

Versatility at the service of management and the company

Practical course - 2d - 14hh - Ref. OMG

Price : 1280 € E.T.

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The office manager is a person with many strings to his bow. This training course will provide you with the keys to a successful start to your new position, as well as general knowledge of the day-to-day tasks involved. It will also provide a link with more specific training courses, depending on the particularities of your position.

Teaching objectives

At the end of the training, the participant will be able to:

- Identify and enforce your responsibilities as an office manager
- Implement a support organization within a department and/or a company
- Developing cross-functional management skills
- Use project management techniques to successfully complete assignments

Intended audience

Anyone wishing to become an office manager.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Active, participative teaching methods. Alternating theory/practice with application to the context and experience of participants.

Teaching methods

Active, participative teaching methods. Alternating theory/practice with application to the context and experience of participants.

Course schedule

PARTICIPANTS

Anyone wishing to become an office manager.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Define scope of activity and responsibilities

- Define the function and position of the office manager within the company.
- Be recognized in the organization's culture.
- Agree an operating mode with your manager.
- Clarify responsibilities and means of action with all internal and external contacts.
- Evolve your missions over time.
- Balance projects and recurring activities.

Storyboarding workshops

Collective discussions and formalization of the scopes of responsibility encountered in different organizations.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

2 Develop a posture of facilitator in all circumstances

- Understand the components of positive communication.
- Develop active listening skills.
- Develop behavioral flexibility according to people and situations.
- Present your mission or project clearly and communicate assertively.
- Develop your sense of anticipation.
- Use analysis and problem-solving techniques.
- Act as an interface between the various departments and facilitate communication within the company.

Exercise

Problem-solving and interpersonal communication exercises.

3 Adopt efficient working methods

- Understand the challenges of cross-functional team management.
- Organize and structure project stages.
- Draw up activity monitoring charts.
- Involve and mobilize stakeholders.

Hands-on work

Role-playing on the presentation of a project involving contacts from different departments.

4 Participate in the company's administrative and financial management

- Understand the structure and main elements of a contract.
- Master the main types of commercial contracts.
- Identify the key elements of an employment contract and personnel management obligations.
- Identify the main accounting obligations.
- Organize the information needed for bookkeeping.
- Follow a budget.

Case study

Case studies in sub-groups based on typical business situations.

5 Provide logistical and material support to teams.

- Analyze and centralize teams' logistical and material needs.
- Manage supplier relations.
- Know the rules for optimizing stock management.
- Implement a filing and archiving plan for company documents.

Case study
Case study on procurement optimization.

Dates and locations

REMOTE CLASS
2026 : 21 May, 8 Oct., 3 Dec.

PARIS LA DÉFENSE
2026 : 21 May, 8 Oct., 3 Dec.