![orsys TRAINING 50 YEARS]

Course : Office manager, the job

Versatility at the service of management and the company
Practical course - 2d - 14hh - Ref. OMG
Price : 1500 CHF E.T.

★★★★★ **5 / 5**

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

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.

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 : 26 Mar., 21 May, 8 Oct., 3 Dec.