PROFESSIONAL DEVELOPMENT PROGRAMME

Effective Office Management & Administration

Parklands, Nairobi
+254 184 610 521
info@inedskillsltd.com
www.inedskillsltd.com

DURATION
6 Days

DELIVERY
Classroom / Live Online



Practical Skills. Real Impact.

PROGRAMME AT A GLANCE

Focus Area	Projects & Operations
Category	Office Administration
Duration	6 Days
Delivery	Classroom / Live Online
Next Session	04 Dec 2028 – 09 Dec 2028 | Kigali, Rwanda

Explore sessions and register: www.inedskillsltd.com

COURSE OVERVIEW

Improve coordination, records, service and executive support.

6-DAY LEARNING JOURNEY

Programme Details

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Reg. PVT-7816JJKP | KRA PIN P052604661I | www.inedskillsltd.com

WHAT PARTICIPANTS RECEIVE

Programme Value

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+254 184 610 521
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Certificate
Certificate of completion, subject to participation requirements.

ASSESSMENT AND CERTIFICATION

Assessment may combine participation, practical exercises, group presentations and an individual action plan. The applicable attendance and completion requirements will be communicated with the session invitation.

CHOOSE A SUITABLE SESSION

Session Dates	04 Dec 2028 – 09 Dec 2028
Location / Mode	Kigali, Rwanda
Individual Fee	USD 4,000
Group Rate	Available on request

REGISTRATION

Register through www.inedskillsltd.com or contact info@inedskillsltd.com. A registration confirmation, pre-training assessment, invoice and invitation letter will be issued for the selected session.

Dates, venue and fees are subject to confirmation. The invoice and formal invitation issued for a specific registration override general brochure information where a difference arises.

TAILORED ORGANISATIONAL DELIVERY

Bring This Programme to Your Team

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- Training-needs consultation
- Contextualised case studies and exercises
- Flexible delivery dates and location
- Participant baseline and post-training evaluation
- Management summary and agreed follow-up support

CONTACT INEDSKILLS LTD

Enquiries	info@inedskillsltd.com
Telephone	+254 184 610 521
Website	www.inedskillsltd.com
Address	Parklands, Nairobi, Kenya