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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | IMI |  |  | | --- | | **The Indispensable Office Manager** |  |  | | --- | | https://imgssl.constantcontact.com/letters/images/1101093164665/nonprofit-hdr-shdw.jpg  office manager |  |  | | --- | | http://img.constantcontact.com/letters/images/spacer.gif | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | apply now [**Certified Programs**](http://r20.rs6.net/tn.jsp?e=0010ijOCdoIwSSmIUP55_TVseNcnmlTOLt05RNLcKihe_0lnOs2g4KF-B_23grSUpottOp85L-i8BiZH5mta3Y028q4_PZx3kRL_yePac0z4GCmYvEC6EDdIGvFiWnt0XvECBdFEV5Mvhj42oyLNubd9A==)    **Become a Certified Project Management Professional**    PMI    cambridge logo    **1) Cambridge International Diploma in Business**  **2) Cambridge International Diploma for Teachers & Trainers**  **3) Cambridge International Certificates in:**   * Business Finance * Business Organization * Business Communication * HR Management * Marketing     lcci3 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **Office managers are responsible for a number of employees, and often have a direct effect on an organization's overall performance. They help managers perform their work efficiently and effectively supply correct information to other employees at various levels. This program focuses on self-management, assertiveness, communication techniques and interpersonal behaviors. Creativity and problem solving skills will be sharpened so that participants can engage in effective analytical decision-making activities that will enhance job performance and enrich the relationship and contribution to their manager(s).** |  |  | | --- | |  | | http://img.constantcontact.com/letters/images/spacer.gif | |  |      |  | | --- | | [**You will learn to:**](http://r20.rs6.net/tn.jsp?e=0010ijOCdoIwSSErucoboPUu9vLBJBHpAiPq4MK6qHryvDduRNPS9qjHLoFB5aHvyAEtUzPpw1fFMx0R_x9-MFYBEE0dz1iALoFb0hKBCwaT4FXHqhUc_3rVlUTGD-ZnFAGT4zVno28SLDbH7afWYVgy-Oan9-JwGRI)   * Gain practical skills to make you more productive and more valuable than ever before. * Efficiently use the "80/20" rule to help you identify your most important tasks. * Organize your work area for improved efficiency. * Effectively apply the 7 strategies for successful delegation - even if you think there is no one to delegate to. * Apply better ways to get organized, stay motivated, manage projects and work independently. * Handle the pressure of multiple tasks, deadlines and bosses. |  |  | | --- | |  | | http://img.constantcontact.com/letters/images/spacer.gif | |  |      |  | | --- | | **Price:** 1650 L.E.  **Date:** November 13-14, 2012  **Location:**IMI  **Duration:** Full day from 9:00 am - 4:00 pm |  |  | | --- | |  | | http://img.constantcontact.com/letters/images/spacer.gif | |  |      |  | | --- | | **Contact us:**  35A, Saray Al Maadi Tower, Cornich El Nil, Maadi, Cairo, Egypt       Tel: 2528 6837  Fax: 2528 6836  **E-mail:** [public-courses@imiegypt.com](mailto:public-courses@imiegypt.com) | | | | | |  | | --- | | [https://imgssl.constantcontact.com/letters/images/1101093164665/npbtn-jmml2-bl.gif](http://visitor.r20.constantcontact.com/email.jsp?m=1103010792625) | | |  | |