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## **Executive Secretarial Skills, Senior Management Office Management, and Personal Effectiveness**

**Date:** 21 July 2025 - 1 August 2025

**Course ID:** 137/2025

**Duration:** 12 Days

**Fee US\$ - VAT is not included:** 11,950 US\$

**Venue:** London / UK

**Category:** Leadership, Management and Marketing, Strategy, HR and Soft Skills