



Providing Quality and
Professional Training Since 1984

Optimizing Secretarial and Electronic Work Management with Best Practices

Date: 28 December 2025 - 1 January 2026

Course ID: 448/2025

Duration: 5 Days

Fee US\$ - VAT is not included: 3,950 US\$

Venue: Bahrain

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