

IA & DIGITAL OFFICE MANAGER

TRAINING PATH DESCRIPTION – The Office Manager is a key figure in an organization, responsible for managing and coordinating administrative and operational activities to ensure the smooth functioning of the office. Thanks to the use of digital applications and artificial intelligence, the Office Manager role is enriched with innovative content, making their work more modern and efficient.

The Office Manager is characterized by strong organizational skills and the ability to communicate effectively with diverse interlocutors in multiple contexts, both formal and informal. They use foreign languages to manage contacts and relationships and to create materials intended for both internal and external company use.

TARGET PARTICIPANTS – The course is aimed at a maximum of 25 young people residing or domiciled in Lombardy who hold one of the following qualifications: upper secondary school diploma or professional diploma obtained upon completion of four-year leFP pathways and IFTS Certification, in accordance with Law No. 107/2015 and in compliance with the guidelines approved by the State-Regions Agreement of 20/01/2016.

OCCUPATIONAL OUTCOMES – Graduates can work as executive secretary, assistant manager, receptionist and general services, facility manager, HR specialist, operations officer in various organizational contexts: Technology and Startups, Consulting and Professional Services, Management consulting firms, law firms, accountants, marketing agencies, Manufacturing companies, production industries, logistics, E-commerce and Retail, Hospitals, private clinics, pharmaceutical companies, healthtech startups, private healthcare, Media and Communication, Non-Profit Sector, Real Estate and Construction, Finance and Insurance.

COURSE DURATION AND LOCATION – The course lasts two years. Each year includes 600 hours of classroom and laboratory training and at least 400 hours of internship at companies in the sector. Company internships, educational visits, and on-the-job training are also planned.

Course location: Viale Murillo 17, Milan.

PARTICIPATION METHOD – Access to the course is subject to a motivational and aptitude interview, as well as assessment of general knowledge, logical-argumentative skills, knowledge of the English language, and PC usage, along with evaluation of qualifications and prior experience.

ENROLLMENT FEE – The program is co-financed with public funds and requires an annual fee of 1,000 euros, for a total of 2,000 euros. After the courses begin, some fee reductions based on ISEE will be made available through a call.

FINAL CERTIFICATION – Diploma of Specialization in Applied Technologies, EQF Level V. Graduates may request recognition of university credits (CFU) for degree programs at universities partnered with Innovaprofessionioni.

For information, write to orientamento@innovaprofessionioni.it. To apply, send an email with a Europass CV and optionally a reference letter to orientamento@innovaprofessionioni.it. Candidates will receive an appointment for the selection interview based on the order of receipt of applications and until places are filled.

The course start is subject to regional authorization and the achievement of a minimum of 20 enrolled participants.

The course is run in collaboration with companies associated with Confcommercio Lombardia and Confcommercio Milano Lodi Monza e Brianza.