



# **Excellence In Scholarship Supervision and Management Training Course**

12 - 16 May 2025  
Tokyo



# Excellence In Scholarship Supervision and Management Training Course

**Ref.:** 36268\_20185 **Date:** 12 - 16 May 2025 **Location:** Tokyo **Fees:** 6500 **Euro**

## Course Overview:

The course aims to enhance the skills of Scholarship Supervision Specialists by focusing on improving academic advising for scholarship students, enhancing report preparation and analysis capabilities, developing advanced Excel skills, and mastering high-level presentation design. Delivered over 5 days with 5 hours of training each day, the course is targeted at professionals who support students. The program emphasizes the development of effective academic advising skills to ensure complete support for students at various educational stages. Additionally, the course boosts administrative productivity by refining planning and organizational skills and utilizing technical tools

## Target Audience:

- Scholarship Supervision Specialists
- Academic Advisors
- Student Support Officers
- Education Administrators
- HR Development Officers
- Professional Development Coordinators
- Educational Counsellors

## Targeted Organizational Departments:

- Human Resources Development
- Academic Affairs
- Student Services
- Educational Administration
- Professional Development
- International Programs



## Course Offerings:

By the end of this course, participants will be able to:

- Develop and implement effective academic advising plans for students.
- Prepare and analyse detailed weekly and monthly reports.
- Utilize advanced Excel skills for data entry, analysis, and reporting.
- Design professional and impactful PowerPoint presentations.
- Enhance administrative productivity through effective time management and organizational skills.
- Communicate professionally with managers, colleagues, and other stakeholders.
- Pursue continuous personal and professional development.

## Training Methodology:

The course employs a blend of interactive training methodologies to ensure a complete learning experience. Participants will engage in case studies that provide real-world applications of academic advising and scholarship management, enhancing their understanding of the concepts. Group work and collaborative projects will foster teamwork and problem-solving skills. Interactive sessions will include hands-on exercises with Excel and PowerPoint, allowing participants to apply theoretical knowledge practically. Feedback sessions will be conducted regularly to address any learning gaps and reinforce key concepts.

## Course Toolbox:

- complete Workbooks
- Reading Materials and Academic Articles
- Online Resources and Tutorials
- Case Study Examples

## Course Agenda:

### Day 1: Enhancing Academic Advising Skills

- **Topic 1:** Fundamentals of Academic Advising
- **Topic 2:** Importance and role of academic advising for scholarship students
- **Topic 3:** Strategies for effective advising
- **Topic 4:** Understanding the unique needs of undergraduate, diploma, and master's students
- **Topic 5:** Practical Application of Academic Advising
- **Topic 6:** Developing personalized advising plans
- **Reflection & Review:** Discuss the impact of effective advising on student success



## Day 2: Mastering Report Preparation and Analysis

- **Topic 1:** Weekly and Monthly Reports Preparation
- **Topic 2:** Steps to prepare detailed reports
- **Topic 3:** Tools and techniques for effective report writing
- **Topic 4:** Data collection and organization
- **Topic 5:** Advanced Excel Skills
- **Topic 6:** Data entry, analysis, and auditing
- **Reflection & Review:** Evaluating the role of accurate reporting in scholarship management

## Day 3: High-Level Presentation Design

- **Topic 1:** Principles of Effective Presentation Design
- **Topic 2:** Key elements of impactful presentations
- **Topic 3:** Using PowerPoint for professional presentations
- **Topic 4:** Designing presentations for different audiences internal, direct managers, directors, VP
- **Topic 5:** Practical Workshop on Presentation Design
- **Topic 6:** Hands-on session to create and improve presentations
- **Reflection & Review:** Importance of visual communication in administrative tasks

## Day 4: Enhancing Administrative Productivity

- **Topic 1:** Office and Administrative Skills
- **Topic 2:** Time management and organizational skills
- **Topic 3:** Tools for effective office management
- **Topic 4:** Managing daily tasks and improving productivity
- **Topic 5:** Professional Communication
- **Topic 6:** Writing professional emails
- **Reflection & Review:** Discussing the impact of productivity on overall performance

## Day 5: Continuous Development

- **Topic 1:** Building a positive and productive work culture
- **Topic 2:** Continuous Personal and Professional Development
- **Topic 3:** Importance of continuous development in the workplace
- **Reflection & Review:** The role of continuous development in career progression

## How This Course is Different from Others:

The course stands out from other scholarship supervision courses due to its complete and practical approach to learning. Unlike standard courses, this program provides an in-depth exploration of both fundamental and advanced techniques in scholarship supervision. Participants will benefit from a curriculum that integrates real-world applications, ensuring they are well-equipped to handle complex academic advising and administrative challenges.

# Training Course Categories



**Finance and  
Accounting Training  
Courses**



**Agile PM and Project  
Management Training  
Courses**



**Certified Courses By  
International Bodies**



**Communication and  
Public Relations  
Training Courses**



**Data Analytics Training  
and Data Science  
Courses**



**Environment &  
Sustainability Training  
Courses**



**Governance, Risk and  
Compliance Training  
Courses**



**Human Resources  
Training and  
Development Courses**



**IT Security Training & IT  
Training Courses**



**Leadership and  
Management Training  
Courses**



**Legal Training,  
Procurement and  
Contracting Courses**



**Maintenance Training  
and Engineering  
Training Courses**



# Training Course Categories



**Marketing, Customer Relations, and Sales Courses**



**Occupational Health, Safety and Security Training Courses**



**Oil & Gas Training and Other Technical Courses**



**Personal & Self-Development Training Courses**



**Quality and Operations Management Training Courses**



**Secretarial and Administration Training Courses**



## Training Cities



**Accra - Ghana**



**Amman - Jordan**



**Amsterdam - Netherlands**



**Baku - Azerbaijan**



**Bali - Indonesia**



**Bangkok - Thailand**



**Barcelona - Spain**



**Cairo - Egypt**



**Cape town - South Africa**



**Casablanca - Morocco**



**Doha - Qatar**



**Dubai - UAE**



**Geneva - Switzerland**



**Istanbul - Turkey**



**Jakarta - Indonesia**



**Johannesburg - South Africa**



## Training Cities



**Kuala Lumpur - Malaysia**



**Langkawi - Malaysia**



**London - UK**



**Madrid - Spain**



**Manama - Bahrain**



**Milan - Italy**



**Nairobi - Kenya**



**Paris - France**



**Phuket - Thailand**



**Prague - Czech Republic**



**Rome - Italy**



**Sharm El-Sheikh - Egypt**



**Tbilisi - Georgia**



**Tokyo - Japan**



**Vienna - Austria**



**Zanzibar - Tanzania**





**AGILE LEADERS**  
Training Center

# Training Cities



**Zoom - Online  
Training**

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

## CONTACT US

 UAE, Dubai Investment Park First

 +971585964727  
+447700176600

 [sales@agile4training.com](mailto:sales@agile4training.com)