

The Advanced Administrative Skills Training Course (2 Weeks)

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Course Overview

The course is a complete program designed to empower professionals with advanced skills in office and administrative management. This course enhances crucial abilities such as project management, communication, collaboration, financial management, and technology integration. Participants will master planning, organizing, and executing complex projects and extracurricular activity schedules. Additionally, the course focuses on improving communication techniques to effectively engage with internal and external stakeholders, fostering teamwork in executing extracurricular activities. Furthermore, the training provides robust insights into budgeting and financial management to ensure efficient resource allocation for extracurricular activities and trips.

Target Audience

- Office Managers
- Administrative Assistants
- Project Coordinators
- Human Resource Specialist

Targeted Organizational Departments

- Administrative Department
- Project Management Office
- Human Resources
- Operations
- Any administrative-related department

Targeted Industries

- Non-Profit Organizations
- Information Technology
- Healthcare
- Education and Training
- Governmental Entities
- For-Profit organizations of all sectors

Course Offerings

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

- Gain knowledge in advanced administrative skills covering diverse aspects of office and project management.
- Learn detailed techniques for effective project planning, organizing, and executing complex tasks like extracurricular activity schedules.
- Enhance communication and collaboration skills.
- Acquire knowledge in financial management, including budgeting and efficient resource allocation for extracurricular activities.
- Explore ways to integrate technology to streamline the planning and coordination of extracurricular activities.
- Improve their time management practices to handle administrative responsibilities more efficiently.
- Develop interpersonal skills in a business context, fostering better teamwork and leadership abilities.

Training Methodology

This course employs a blend of interactive lectures, hands-on workshops, and real-world case studies. Participants will engage in group discussions, role-playing scenarios, and practical exercises. Online modules complement in-person sessions, providing flexibility. Continuous assessments and feedback ensure skill mastery and practical application.

Course Toolbox

- Training Manual e-book
- Project Planning Templates
- Email and Presentation Templates
- Case Studies
- Tablet for Educational use

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Course Agenda

Day 1: Communication and Collaboration Skills

- **Topic 1:** Enhancing Face-to-Face Communication Skills
- **Topic 2:** Teleconferencing and Online Communication Skills
- **Topic 3:** Presentation Skills
- **Topic 4:** Active Listening Techniques
- **Topic 5:** Effective Speaking Strategies
- **Topic 6:** Building Rapport with Stakeholders
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

Day 2: Project Management and Office Administration

- **Topic 1:** Project Planning Skills
- **Topic 2:** Efficient Meeting Conduct
- **Topic 3:** Minute Writing
- **Topic 4:** Data Management
- **Topic 5:** Task Delegation Techniques
- **Topic 6:** Office Layout and Workflow Optimization
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

Day 3: Financial and Time Management

- **Topic 1:** Financial Management for Extracurricular Activities
- **Topic 2:** Budgeting and Resource Allocation
- **Topic 3:** Time Management Strategies
- **Topic 4:** Utilization of Time Management Tools
- **Topic 5:** Cost-Benefit Analysis
- **Topic 6:** Financial Reporting and Analysis
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

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Day 4: Interpersonal and Planning Skills

- **Topic 1:** Developing Strong Interpersonal Skills
- **Topic 2:** Office Protocols and Etiquette
- **Topic 3:** Empathy in the Workplace
- **Topic 4:** Conflict Resolution Techniques
- **Topic 5:** Giving and Receiving Feedback
- **Topic 6:** Team Building Activities
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

Day 5: Technology Integration and Work-Life Balance

- **Topic 1:** Technology Integration for Extracurricular Activities
- **Topic 2:** Leveraging Digital Tools for Administration
- **Topic 3:** Stress Management
- **Topic 4:** 7 Habits of Highly Effective People
- **Topic 5:** Work-Life Balance
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

Day 6: Advanced Project Management

- **Topic 1:** Risk Management
- **Topic 2:** Resource Allocation
- **Topic 3:** Project Monitoring and Evaluation
- **Topic 4:** Project Closure
- **Topic 5:** Advanced Project Planning Techniques
- **Topic 6:** Managing Project Teams
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

Day 7: Advanced Communication Skills

- **Topic 1:** Conflict Resolution
- **Topic 2:** Negotiation Skills
- **Topic 3:** Influence and Persuasion
- **Topic 4:** Public Speaking
- **Topic 5:** Advanced Presentation Skills
- **Topic 6:** Cross-Cultural Communication
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

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Day 8: Strategic Planning and Analysis

- **Topic 1:** Strategic Thinking
- **Topic 2:** SWOT Analysis
- **Topic 3:** Decision-Making Techniques
- **Topic 4:** Scenario Planning
- **Topic 5:** Long-Term Planning
- **Topic 6:** Strategic Goal Setting
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

Day 9: Innovation and Creativity in Administration

- **Topic 1:** Creative Problem-Solving
- **Topic 2:** Innovation in Administrative Processes
- **Topic 3:** Change Management
- **Topic 4:** Continuous Improvement
- **Topic 5:** Developing Innovative Strategies
- **Topic 6:** Encouraging Creative Thinking in Teams
- **Reflection & Review:** Reflecting on the day's insights and reviewing the key takeaways

Day 10: Leadership and Professional Development

- **Topic 1:** Leadership Skills
- **Topic 2:** Building High-Performance Teams
- **Topic 3:** Personal Development Plans
- **Topic 4:** Career Advancement Strategies
- **Topic 5:** Mentoring and Coaching
- **Topic 6:** Ethical Leadership
- **Reflection & Review:** Reflecting on the insights gained from the course reviewing the key takeaways, and discussing how these learnings can be applied in participants' professional roles.

How This Course is Different from Other Office Management Courses

The course is distinctive in its focus on advanced skills that go beyond traditional office management. It encompasses complex project management, financial management, and technology integration. The course emphasizes practical applications, preparing participants to handle intricate projects such as coordinating international school trips. The complete curriculum includes communication, collaboration, advanced problem-solving, and decision-making, providing a holistic approach to administrative excellence. Interactive learning methods, including lectures, workshops, and case studies, ensure that participants engage deeply with the material.

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Training Course Categories

- Agile PM and Project Management Training Courses
- Agribusiness & Food Security Training Courses
- Aviation Management and Operations Training Courses
- Certified Courses By International Bodies
- Communication and Public Relations Training Courses
- Crisis Management and Business Continuity Training Courses
- Data Analytics Training and Data Science Courses
- Digital Government & Public Service Training Courses
- Education and Learning Development Training Courses
- Environment & Sustainability Training Courses
- Facilities and Real Estate Training Courses
- Finance and Accounting Training Courses
- Governance, Risk and Compliance Training Courses
- Healthcare Management Training Courses
- Heritage Conservation and Museum Management Training Courses
- Hospitality and Tourism 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
- Marketing, Customer Relations, and Sales Courses
- NGO, Humanitarian and Development Management Training Courses
- Occupational Health, Safety and Security Training Courses
- Oil & Gas Training and Other Technical Courses
- Personal & Self-Development Training Courses

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Training Course Categories

- Quality and Operations Management Training Courses
- Secretarial and Administration Training Courses
- Shipping, Maritime and Ports Training Courses

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Training Cities

Abu Dhabi UAE	**Accra** Ghana	**Addis Ababa** Ethiopia
Amman Jordan	**Amsterdam** Netherlands	**Athens** Greece
Baku Azerbaijan	**Bali** Indonesia	**Bangkok** Thailand
Barcelona Spain	**Berlin** Germany	**Cairo** Egypt
Cape town South Africa	**Casablanca** Morocco	**Chicago** USA
Doha Qatar	**Dubai** UAE	**Frankfurt** Germany
Geneva Switzerland	**Istanbul** Turkey	**Jakarta** Indonesia
Johannesburg South Africa	**Kuala Lumpur** Malaysia	**Kuwait** Kuwait
Lagos Nigeria	**Langkawi** Malaysia	**Lisbon** Portugal
London UK	**Madrid** Spain	**Manama** Bahrain
Marbella Spain	**Milan** Italy	**Montreux** Switzerland
Munich Germany	**Muscat** Oman	**Nairobi** Kenya

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Training Cities

New York USA	**Nice** France	**Paris** France
Phuket Thailand	**Port Louis** Mauritius	**Porto** Portugal
Prague Czech Republic	**Rome** Italy	**San Diego** USA
Seoul South Korea	**Sharm El-Sheikh** Egypt	**Singapore** Singapore
Tashkent Uzbekistan	**Tbilisi** Georgia	**Tokyo** Japan
Toronto Canada	**Trabzon** Turkey	**Vienna** Austria
Zanzibar Tanzania	**Zoom** Online Training	**Zurich** Switzerland