



Administration and Office Efficiency

Administrative Operations And Coordination

Course Introduction

In today's data-driven world, administrative professionals play a crucial role in ensuring the smooth operation of organizations across all sectors. A recent study revealed that **87%** of employers consider strong administrative skills to be essential for success in the workplace.

Moreover, the U.S. Bureau of Labor Statistics projects that employment in administrative occupations is projected to grow by **9%** from **2020** to **2030**, much faster than the average for all occupations. Let's become an indispensable asset to the organization.

Target Audience

- Office managers.
- Executive secretaries.
- Administrators and assistants.

Learning Objectives

- Apply effective time management principles to prioritize tasks, manage deadlines, and increase productivity.
- Develop strong organizational skills to maintain efficient filing systems, manage calendars, and p
- Enhance written and verbal communication skills for clear and concise
- information exchange with all levels within the organization.
- Utilize problem-solving techniques to identify and resolve administrative challenges effectively.
- Master essential administrative software and tools to streamline tasks, improve data accuracy, and enhance efficiency.
- Foster strong interpersonal relationships and collaborate effectively with colleagues from various

- Develop a proactive and professional approach to administrative tasks, contributing to the overall success of the organization.

Course Outline

• 01 Day One

Module 1: Foundational Skills for Administrative Excellence

- Introduction to Administrative Operations and Coordination
- Mastering Time Management and Prioritization Techniques
- Effective Organizational Strategies for Streamlined Workflows

Module 2: Communication Essentials for the Modern Administrator

- Developing Exceptional Written Communication Skills
- Mastering Verbal Communication for Clarity and Confidence
- Effective Listening and Interpersonal Communication Techniques

• 02 Day Two

Module 3: Administrative Technology Tools and Techniques

- Leveraging Productivity Software for Improved Efficiency
- Mastering Essential Office Tools and Applications
- Utilizing Technology for Streamlined Workflows and Communication

• 03 Day Three

Module 4: Problem-Solving and Decision-Making for Administrative Professionals

- Identifying and Analyzing Administrative Challenges
- Developing Creative Solutions and Effective Decision-Making Strategies
- Implementing Solutions and Measuring Effectiveness

• 04 Day Four

Module 5: Building Collaboration and Teamwork Skills

- Fostering Positive Working Relationships
- Effective Communication and Collaboration Strategies
- Building Trust and Supporting Team Success

• 05 Day Five

Module 6: Professionalism and Career Advancement

- Developing a Proactive and Service–Oriented Mindset
- Maintaining Confidentiality and Ethical Practices in the Workplace
- Strategies for Career Development and Continuous Learning

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 11, 2025	May 15, 2025	5 days	4250.00 \$	Morocco - Marakesh
June 29, 2025	July 3, 2025	5 days	2150.00 \$	Virtual - Online
Sept. 1, 2025	Sept. 5, 2025	5 days	4950.00 \$	England - London
Dec. 22, 2025	Dec. 26, 2025	5 days	4250.00 \$	UAE - Dubai