



# دورة تدريبية للتعزيز في الإشراف الأكاديمي وإدارة المنح



**AGILE LEADERS**  
Training Center

07 - 11 Jun 2027  
عمان

## دورة تدريبية للتعزيز في الإشراف الأكاديمي وإدارة المنح

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### 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

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



## Day 2: Mastering Report Preparation and Analysis

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

## Day 3: High-Level Presentation Design

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

## Day 4: Enhancing Administrative Productivity

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

## Day 5: Continuous Development

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

## 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.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السيبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



تبليسي - جورجيا



بوكيت - تايلاند



برشلونة - إسبانيا



براغ - جمهورية التشيك



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة الأمريكية



زنجر - تنزانيا



روما - إيطاليا



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية



شرم الشيخ - مصر

## مدن التدريب



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



طوكيو - اليابان



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كاب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا



نيس - فرنسا



نairobi - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا

# 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.



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