



# الدورة التدريبية المتقدمة في المهارات الإدارية (10 أيام)



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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

## Course Agenda

### Day 1: Communication and Collaboration Skills

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

## Day 2: Project Management and Office Administration

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

## Day 3: Financial and Time Management

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

## Day 4: Interpersonal and Planning Skills

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

## Day 5: Technology Integration and Work-Life Balance

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

## Day 6: Advanced Project Management

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

## Day 7: Advanced Communication Skills

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

## Day 8: Strategic Planning and Analysis

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

## Day 9: Innovation and Creativity in Administration

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

## Day 10: Leadership and Professional Development

- Leadership Skills Topic 1: •
  - Building High-Performance Teams Topic 2: •
  - Personal Development Plans Topic 3: •
  - Career Advancement Strategies Topic 4: •
  - Mentoring and Coaching Topic 5: •
  - Ethical Leadership Topic 6: •
- Reflecting on the insights gained from the course reviewing the key takeaways, and **Reflection & Review**: •  
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.



## 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 السيرياني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أموستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنبار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الامريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترال - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# 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

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