



الدورة التدريبية المتقدمة في المهارات الإدارية (10 أيام)



AGILE LEADERS
Training Center

20 - 31 Jul 2027
باكو

الدورة التدريبية المتقدمة في المهارات الإدارية (10 أيام)

المرجع: 36303_22678 التاريخ: 20 - 31 Jul 2027 الموقع: باكو الرسوم: Euro 8800

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

الدورات التدريبية في مجال البيئة والاستدامة	دورات إدارة الجودة وتطوير العمليات
دورات إدارة و تحليل البيانات ودورات علم البيانات	دورات إدارة و تطوير الموارد البشرية
دورات الذهن السيرياني ودورات تقنية المعلومات	دورات الاتصال الجماهيري و السياسات والعلاقات العامة
دورات التدريب القانوني والهشتريات والتعاقدات	دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات
دورات الحوكمة وإدارة المخاطر والامتثال	دورات السكرتارية و إدارة المكاتب
دورات الصحة والسلامة والذهن المهني	دورات الصيانة ودورات المجالات الهندسية المتنوعة
دورات المحاسبة و التهويل و دورات الإدارة المالية	دورات المهارات الشخصية وتطوير الذات
دورات في مجالات القيادة والإدارة	دورات معتمدة من قبل هيئات دولية
دورات مكتب إدارة المشاريع وإدارة المشاريع الرشيقية	

معدن التدريب

أكرّا غانا	أثينا اليونان	أبوظبى الإمارات العربية المتحدة
الجبيل المملكة العربية السعودية	اسطنبول تركيا	أهستردام هولندا
الرياض المملكة العربية السعودية	الدوحة قطر	الدار البيضاء المغرب
المنامة مملكة البحرين	الكويت الكويت	القاهرة مصر
بانكوك تايلند	باكو أذربيجان	باريس فرنسا
برلين ألمانيا	برشلونة إسبانيا	براغ جمهورية التشيك
تبليسى جورجيا	بوكت تايلاند	بورتو البرتغال
جنيف سويسرا	جاكارتا جمهورية إندونيسيا	تورنتو كندا
روما إيطاليا	دبي الإمارات العربية المتحدة	جوهانسبرغ جنوب أفريقيا
سنغافورة سنغافورة	سان دييغو الولايات المتحدة الأمريكية	زنجرار تنزانيا
شيكاغو الولايات المتحدة الأمريكية	شرم الشيخ مصر	سيول كوريا الجنوبية
طوكيو اليابان	طشقند أوزبكستان	طرابزون تركيا
فرانكفورت ألمانيا	عن بعد منصة زوم	عمان المملكة الأردنية الهاشمية



مدن التدريب

كيب تاون جنوب افريقيا	كوالالمبور ماليزيا	فيينا النمسا
لندن المملكة المتحدة	لشبونة البرتغال	لانكاوي ماليزيا
مسقط سلطنة عمان	هدريد اسبانيا	ماربيا اسبانيا
ميونخ ألمانيا	ميلان إيطاليا	مونترو سويسرا
	نيويورك الولايات المتحدة الأمريكية	نيروبي كينيا