AGILE LEADERS
Training Center

13 - 17 Jul 2027

دبي

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المرجع: 77_38956 التاريخ: 13 - 17 Jul 2027 الموقع: دبي الرسوم: 4500 Euro

Course Overview:

The Certified Administrative & Innovation Skills Training Course is a dynamic, five-day corporate training designed to empower professionals with both foundational and forward-thinking administrative capabilities. Combining the essentials of administrative skills training with innovation-focused strategies, this program equips participants to thrive in today's fast-evolving workplace. Attendees will master smart goal setting, effective communication, report writing, and innovative tools such as AI in the workplace. Through the lens of continuous improvement and design thinking for administrators, this course bridges traditional administrative duties with modern, innovation-driven practices. Whether you are pursuing professional development for administrative staff or looking to enhance performance in public sector roles, this Dubai administrative training course offers interactive admin skills training and certified innovation training aligned with real-world challenges. By the end of the course, participants will be able to lead change, enhance communication, and drive efficiency through best practices.

Target Audience:

- Administrative Officers
- Office Coordinators
- Executive Assistants
- Administrative Specialists
- Team Leaders and Supervisors
- Innovation Officers

Targeted Organizational Departments:

- Office Administration
- Human Resources
- Operations
- Public Sector Departments
- Education & Training Units
- Innovation & Strategy Departments

Targeted Industries:

- Government & Public Sector
- Education & Academia
- Healthcare & Hospital Administration
- Corporate Services & Executive Support
- NGOs and Development Agencies
- Tech & Innovation Hubs

Course Offerings:

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

- Apply planning and smart goal setting techniques
- Align departmental goals with broader organizational strategy
- Communicate clearly and write effective, structured reports
- Utilize AI tools in the workplace for enhanced productivity
- Practice design thinking for administrators in decision-making
- Foster a culture of innovation and continuous improvement
- Understand innovation in the public sector and its real-world applications
- gain CPD and Agile Certificates

Training Methodology:

This course leverages a blended learning approach combining theory with practice. Participants engage in case studies simulating real-world administrative challenges, hands-on group exercises, role-plays, and experiential learning. The training promotes active engagement through interactive admin skills training methods, reflection sessions, and continuous feedback. With a strong emphasis on professional development for administrative staff, innovation mindset workshops, and the integration of AI tools in the workplace training, this methodology ensures applicable, impactful learning experiences.

Course Toolbox:

- AI Tool Use Case Examples
- Goal-Setting Templates
- Report Writing Checklists
- Design Thinking Canvas
- Recommended Reading Materials
- Online Resource Access post-course

Course Agenda:

Day 1: Strategic Administrative Planning & Goal Alignment

- The Role of Administrative Professionals in Organizational Success Topic 1:
- Fundamentals of Planning for Admin Functions Topic 2:
- SMART Goal Setting for Administrative Teams Topic 3:
- Aligning Goals with Organizational Strategy and Culture Topic 4:
- Time Management and Prioritization for Efficiency Topic 5:
- Using Administrative Calendars and Project Trackers Effectively Topic 6:
- Applying Strategic Planning to Real-World Scenarios Reflection & Review:

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Day 2: Developing the Innovation Mindset in Administration

- Understanding Innovation in the Administrative Context Topic 1:
- Cultivating a Creative and Proactive Admin Culture Topic 2:
- Introduction to Design Thinking for Administrators Topic 3:
- Applying Design Thinking to Solve Administrative Problems Topic 4:
- Innovation Tools & Techniques in Administrative Functions Topic 5:
- Principles of Innovation in the Public Sector Topic 6:
- Personal Innovation Action Plan for Admins Reflection & Review:

Day 3: Effective Communication, AI Tools & Report Writing

- Mastering Verbal and Nonverbal Communication in the Office Topic 1:
- Crafting Clear and Purposeful Administrative Reports Topic 2:
- Email and Digital Communication Best Practices Topic 3:
- Introduction to AI Tools for Administrative Efficiency Topic 4:
- Enhancing Document Quality Using Generative AI Topic 5:
- Visualizing Data in Reports for Better Decision-Making Topic 6:
- Communication Simulation and Tech Tool Recap Reflection & Review:

Day 4: Fostering a Culture of Innovation and Continuous Improvement

- Characteristics of an Open Organizational Culture Topic 1:
- Encouraging Employee Feedback and Bottom-Up Innovation Topic 2:
- Creating and Sustaining a Continuous Improvement Culture Topic 3:
- Innovation Metrics and Measuring Admin Impact Topic 4:
- Identifying Opportunities for Process Improvement Topic 5:
- Admin-Led Innovation Projects: Success Stories Topic 6:
- Mapping Your Department□s Innovation Culture Reflection & Review:

Day 5: Future-Ready Skills for Administrative Leadership

- Emerging Trends in Public Sector & Admin Innovation Topic 1:
- Upskilling for the Future Administrative Role Topic 2:
- Open-Source Education vs Formal Learning Paths Topic 3:
- Workforce Transformation and Lifelong Learning Topic 4:
- Building Your Professional Development Roadmap Topic 5:
- Integrating Course Tools and Concepts into Daily Practice Topic 6:
- Final Innovation Project Pitch & Graduation Discussion Reflection & Review:

FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

-No formal prerequisites are required. This course is ideal for professionals involved in administrative or innovation focused roles seeking certified administrative professionals program development.

How long is each day's session, and is there a total number of hours required for the entire course?

Each day's session is generally structured to last around 4-5 hours, with breaks and interactive activities included. The total course duration spans five days, approximately 20-25 hours of instruction.

How do AI tools fit into administrative roles, and are there examples provided?

AI tools in the workplace training is integrated to show real use cases such as summarizing reports, scheduling -meetings, and drafting professional emails. While tools are not provided directly, participants will explore best practice insights and examples to adopt post-course.

How This Course is Different from Other Certified Administrative & Innovation Skills Training Courses:

Unlike generic administrative skills training, this certified innovation training course merges the essentials of office administration with forward-looking tools and techniques like AI, design thinking for administrators, and continuous improvement frameworks. Designed for professionals across sectors and departments, including those in public -service, it provides both foundational knowledge and innovation skills training for administrators. It focuses on real world outcomes, offering interactive admin skills training and performance-based reflection that goes beyond theory. Whether you're seeking a Dubai administrative training course or aiming for global administrative communication excellence, this program ensures certified growth aligned with the needs of modern workplaces.

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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 الأمن السيبراني ودورات تقنية المعلومات
- دورات الاتصال الجماهيري و السياسات والعلاقات العامة
- دورات التدريب القانوني والمشتريات والتعاقدات
- دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات
- دورات الحوكمة وإدارة المخاطر والامتثال
- دورات السكرتارية و إدارة المكاتب
- دورات الصحة والسلامة والأمن المهني
- دورات الصيانة ودورات المجالات الهندسية المتنوعة
- دورات المحاسبة و التمويل 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 الرشيقة

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مدن التدريب

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

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مدن التدريب

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