



## دورة تدريبية في المهارات الإدارية المتقدمة



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### Course Overview:

The Advanced Administrative Skills Training Course is a comprehensive 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 & 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. Participants will also explore ways to leverage technology to enhance the planning and coordination of these activities, making processes more efficient and accessible. Offering a blend of online and offline modules, this course allows participants to pace their learning and focus on areas of improvement, ultimately equipping them with the skills needed to excel in advanced administrative roles.

### Target Audience:

- Office Managers
- Administrative Assistants
- Project Coordinators
- Executives looking to sharpen their office management skills

### 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 each course, participants will:

- 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, effectively.
- 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:

A detailed manual covering all the topics discussed in the training. **Training Manual:** .1  
Access to recommended time management, data management, and project planning software **Digital Tools:** .2  
and applications.

Guides and templates to help in creating effective project plans. **Project Planning Templates:** .3  
Templates and guidelines for professional emails and presentations. **Email and Presentation Templates:** .4  
Real-world examples and scenarios for discussion and problem-solving activities. **Case Studies:** .5

## Course Agenda:

Day 1: Communication and Collaboration Skills



- Enhancing Face-to-Face Communication Skills Topic 1: •
  - Understanding the nuances of non-verbal communication, voice modulation, and body language. ◦
  - Addressing the importance of active listening and effective speaking. ◦
- Teleconferencing and Online Communication Skills Topic 2: •
  - Guidance on etiquette and best practices for effective digital communication, including video conferencing, emails, and instant messaging. ◦
- Presentation Skills Topic 3: •
  - Mastering the art of creating and delivering compelling presentations, focusing on design, content structure, delivery, and audience engagement. ◦

## Day 2: Project Management and Office Administration

- Project Planning Skills Topic 1: •
  - Understanding the fundamentals of project planning, including setting objectives, identifying resources, developing timelines, and monitoring progress. ◦
- Efficient Meeting Conduct Topic 2: •
  - Learning how to plan, conduct, and follow up on effective meetings, with a focus on participant engagement, time management, and meeting objectives. ◦
- Minute Writing Topic 3: •
  - Detailed instruction on taking accurate minutes of meetings, with emphasis on identifying key points, summarizing discussions, and formatting minutes. ◦
- Data Management Topic 4: •
  - Acquiring skills on data organization, security, backup and retrieval, and learning about essential data management tools. ◦

## Day 3: Financial and Time Management

- Financial Management for Extracurricular Activities Topic 1: •
  - Gaining knowledge and skills in budgeting and financial management to ensure efficient allocation of resources. ◦
- Time Management Strategies Topic 2: •
  - Learning how to prioritize tasks, eliminate time-wasters, and balance workload to improve productivity. ◦
- Utilization of Time Management Tools Topic 3: •
  - Training on the use of digital tools and software for effective time management, such as calendars, project management apps, and time tracking tools. ◦

## Day 4: Interpersonal and Planning Skills

- Developing Strong Interpersonal Skills Topic 1: •
  - Fostering relationships and improving collaboration in the workplace through empathy, active listening, and effective feedback. ◦
- Office Protocols and Etiquette Topic 2: •
  - Understanding and adhering to office etiquette, including respect for diversity, professionalism, and workplace ethics. ◦



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

- Technology Integration for Extracurricular Activities Topic 1: •
  - Exploring ways to leverage technology to enhance the planning and coordination of extracurricular activities and trips. ◦
- Stress Management Topic 2: •
  - Discovering causes of stress and developing strategies for managing it. Learning to communicate effectively under pressure. ◦
- 7 Habits of Highly Effective People Topic 3: •
  - Understanding the seven habits that can improve your effectiveness and efficiency at work. ◦
  - Discovering the role of interpersonal skills.
- Work-Life Balance Topic 4: •
  - Discussing the importance of work-life balance and learning practical strategies for achieving it. ◦
  - Understanding the role of time management in maintaining balance.
- Reflection & Review •
  - Reflecting on the day's insights and reviewing the key takeaways. Discussing how today's learnings can contribute to your effectiveness as an advanced administrative professional. ◦

## How This Course is Different from Other 'Office Management' Courses:

- Unlike traditional office management courses, this program goes beyond basic administrative tasks and dives into advanced skills such as project management, financial management, and technology integration. **Advanced Skill Focus:** .1
- The course emphasizes practical, real-world applications, preparing participants to handle complex projects like coordinating international school trips and managing extracurricular activity schedules. **Real-World Application:** .2
- Covering a wide range of topics from communication and collaboration to advanced problem-solving and decision-making, this course provides a holistic approach to administrative excellence. **Comprehensive Curriculum:** .3
- Combining interactive lectures, hands-on workshops, and real-world case studies, the training ensures participants engage deeply with the material and develop practical skills. **Interactive Learning:** .4
- Offering a blend of online and offline modules, the course allows participants to learn at their own pace and focus on areas where they need the most improvement. **Flexible Learning Options:** .5
- In addition to professional skills, the course also focuses on personal development, including stress management and interpersonal skills, ensuring participants are well-rounded and effective in their roles. **Personal Development:** .6



## 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 السبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



**AGILE LEADERS**  
Training Center

## 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



أهستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



اسطنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية اندونيسيا



باكو - أذربيجان



باريس - فرنسا

## مدن التدريب



بورنو - البرتغال



برلين - ألمانيا



برشلونة - إسبانيا



براغ - جمهورية التشيك



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



زنجبار - تنزانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سنغافورة - سنغافورة



سان دييغو - الولايات المتحدة الأمريكية

## مدن التدريب



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الأمريكية



فيينا - النمسا



فرانكفورت - ألمانيا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



لشبونة - البرتغال



لانكاوي - ماليزيا



كاب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا



لندن - المملكة المتحدة

## مدن التدريب



نيروبي - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا



مونترنو - سويسرا



نيس - فرنسا

# 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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