



# دورة تدريبية للتميز في الإشراف الأكاديمي وإدارة المنح



**AGILE LEADERS**  
Training Center

02 - 06 Nov 2026  
أبوظبي

## دورة تدريبية للتعزيز في الإشراف الأكاديمي وإدارة المنح

المرجع: 36268\_75894 التاريخ: 02 - 06 Nov 2026 الموقع: أبوظبي الرسوم: Euro 4500

### 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

|                                                    |                                                     |
|----------------------------------------------------|-----------------------------------------------------|
| 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

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

## مدن التدريب

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