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Essential Skills & Tools for Effective Coordination & Monitoring of Administrative Tasks

PIK711-0127 SPN-B-1

WESTMINSTER BUSINESS COUNCIL

PARTNERS IN KNOWLEDGE UK LTD
Suite No. 129
295 Chiswick High Road
LONDON W4 4HH

Place	: Barcelona	**Venue**	: Serhs Rivoli Ramba Hotel (La Ramba, 128, Barcelona 08002, SPAIN) - TBC		
Start Date	: 04-01-2027	**End Date**	: 08-01-2027	**PPP**	: £4950

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW This training program aims to provide participants with the fundamental skills and resources necessary for the effective coordination and monitoring of administrative tasks. By emphasising the importance of behavioural competencies, the program fosters a deeper understanding of interpersonal dynamics and communication within administrative roles. Participants will engage in activities designed to enhance their ability to navigate challenges and collaborate effectively, which is crucial for success in various administrative environments. Furthermore, the program focuses on the development of organisational and time management skills, which are vital for improving administrative performance across both public and private sectors. Through targeted training, participants will learn strategies to prioritise tasks, streamline workflows, and implement efficient systems, thereby increasing productivity. This comprehensive approach ensures that individuals are well-prepared to meet the demands of their roles and contribute positively to their organisations.

Course Overview:

COURSE OBJECTIVES

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

- Develop essential skills in administrative coordination and follow-up aligned with training needs.
- Improve efficiency in inter-departmental coordination to enhance work effectiveness and overall institutional performance.
- Boost overall job performance within administrative teams.
- Recognize key behavioural skills necessary for effective coordination and administrative follow-up.
- Gain time management skills critical for achieving administrative excellence.

TARGET AUDIENCE

- Administrative Coordinators .
- Administrative Assistants .
- Individuals working in administrative services.
- Professionals engaged in coordination tasks.
- Experts in administrative support functions .

Program Outline:

DAY 1: Coordination and Follow-Up Essentials

1. Essential duties and responsibilities for effective coordination and monitoring.
2. Significance of coordination and monitoring in organizational operations.
3. Components and frameworks for administrative collaboration and efficiency strategies.

4. The significance of coordination in contemporary administration.
5. Modifying administrative collaboration in response to globalization and technological progress.

DAY 2: Administrative Organizational and Artistic Abilities

1. Proficiency in planning and scheduling.
2. Abilities for structuring tasks and efficient follow-up.
3. Effective strategies for oversight and assessment.
4. Time management techniques in administrative duties.
5. Behavioural and cognitive competencies for improved coordination.

DAY 3: Behavioural Skills for Administrative Coordination:

1. Skills to improve coordination and follow-up.
2. Team collaboration skills to enhance teamwork.
3. Communication and persuasion abilities for effective discussions.
4. Innovative thinking and creativity to address coordination issues.
5. Leadership and decision-making capabilities.

DAY 4: Managing Crises and Changes in Coordination:

1. Skills for resolving conflicts.
2. Techniques for managing crises.
3. Strategies for managing change.
4. Importance of notes and reports in coordination activities.
5. Guidelines for drafting memos and writing reports to facilitate inter-departmental coordination.

DAY 5: Advanced Drafting and Reporting for Coordination:

1. Skills in administrative writing and document preparation.
2. Different types of management reports.
3. Essential writing principles.
4. Common drafting errors and how to avoid them.
5. Crafting effective correspondence with professionalism and neutrality.