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Advanced Skills in Optimising Administrative Operations

PIK712-0827 PRS-F-2

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Place	: Paris	**Venue**	: TBC		
Start Date	: 30-08-2027	**End Date**	: 10-09-2027	**PPP**	: £5950

Advanced Skills in Optimising Administrative Operations

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

Short Description:

COURSE OVERVIEW This training program aims to develop participants' advanced skills in the optimisation of administrative operations. By focusing on strategic approaches, the program prepares participants to enhance productivity within their organisations. Participants will learn to identify and address inefficiencies that may impede operational effectiveness, enabling them to implement solutions that streamline processes and improve overall performance. Additionally, the program emphasises the importance of fostering a culture of continuous improvement in administrative workflows. Participants will explore various methodologies and tools that support ongoing evaluation and enhancement of administrative practices. This comprehensive approach not only equips individuals with practical skills but also encourages them to adopt a proactive mindset when tackling operational challenges, ultimately leading to more effective and efficient administrative functions.

Course Overview:

COURSE OBJECTIVES

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

- Develop and implement efficient administrative systems to enhance organisational workflows.
- Utilise process mapping, automation, and time management techniques to optimise operations.
- Foster effective communication and collaboration within teams to improve decision-making.
- Manage organisational change while mitigating risks and ensuring regulatory compliance.
- Integrate sustainable practices into administrative processes for long-term impact.

Target Audience

- Administrative professionals aiming to enhance their efficiency and effectiveness.
- Office managers responsible for streamlining workflows.
- Team leaders focused on improving team performance and productivity.
- Business process analysts dedicated to identifying and implementing improvements.
- Improvement specialists working to refine administrative processes.
- Operations managers seeking to optimise administrative practices.
- Professionals interested in adopting sustainable and automated administrative solutions.

Program Outline:

DAY 1: Fundamentals of Administrative Efficiency

1. Understanding the importance of developing efficient work systems.
2. Techniques for analysing work processes and identifying areas for improvement.
3. Implementing strategies to streamline administrative tasks and procedures.
4. Utilising technology to enhance workflow efficiency.

5. Establishing benchmarks and metrics to measure administrative performance.

DAY 2: Process Mapping & Analysis

1. Learning the principles of process mapping and documentation.
2. How to conduct thorough process analysis to identify bottlenecks and inefficiencies.
3. Developing clear and concise process documentation for reference.
4. Implementing continuous improvement initiatives based on process analysis findings.
5. Importance of training staff on new and optimised work processes.

DAY 3: Workflow Automation & Integration

1. Exploring automation tools and software for administrative tasks.
2. Integrating automated workflows into existing systems and processes.
3. Customising automation solutions to meet specific organisational needs.
4. Monitoring and optimising automated workflows for maximum efficiency.
5. Ensuring data security and compliance in automated processes.

DAY 4: Task Prioritisation & Time Management

1. Understanding the principles of effective task prioritisation.
2. Developing prioritisation techniques to manage competing demands.
3. Implementing time management strategies to optimise productivity.
4. Utilising tools and techniques for effective time tracking and scheduling.
5. Balancing long-term goals with short-term tasks to maximise efficiency.

DAY 5: Communication & Collaboration Strategies

1. Tools for enhancing communication channels within the organisation.
2. Implementing collaborative tools and platforms to facilitate teamwork.
3. Establishing clear communication protocols and guidelines.
4. Resolving conflicts and addressing communication barriers.
5. Promoting a culture of open communication and feedback.

DAY 6: Decision-Making & Problem-Solving Techniques

1. Developing critical thinking skills for effective decision-making.
2. Utilizing problem-solving frameworks to address complex challenges.
3. Analysing data and gathering insights to inform decision-making.
4. Implementing decisions in a timely and efficient manner.
5. Evaluating the outcomes of decisions and adjusting strategies as needed.

DAY 7: Change Management & Adaptability

1. Understanding the dynamics of organisational change.
2. Developing change management strategies to navigate transitions smoothly.
3. Building resilience and adaptability among team members.
4. Communicating change initiatives effectively to stakeholders.
5. Monitoring and managing resistance to change within the organisation.

DAY 8: Risk Management & Compliance

1. Identifying potential risks and vulnerabilities in administrative processes.
2. Implementing risk mitigation strategies to minimise exposure.
3. Ensuring compliance with regulatory requirements and industry standards.

4. Developing contingency plans for unforeseen events or disruptions.
5. Monitoring and evaluating risk management practices for effectiveness.

DAY 9: Performance Evaluation & Continuous Improvement

1. Establishing performance metrics and benchmarks for administrative processes.
2. Conducting regular evaluations to assess performance and identify areas for improvement.
3. Implementing feedback mechanisms to gather insights from stakeholders.
4. Developing action plans to address performance gaps and drive continuous improvement.
5. Monitoring progress and adjusting strategies based on performance data.

DAY 10: Sustainable Administrative Practices

1. Promoting sustainability principles in administrative operations.
2. Implementing eco-friendly practices to reduce environmental impact.
3. Integrating social responsibility into administrative decision-making.
4. The benefits of engaging stakeholders in sustainability initiatives and awareness campaigns.
5. Monitoring and reporting on sustainability efforts to track progress and impact.