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



Management of Follow-Up Operations & Administrative Support

PIK719-1127 UK-LDN-1

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Place	: London	**Venue**	: INDUSTRIOUS (1 and 2, 245 Hammersmith Road Floors, London W6 8PW) - TBC		
Start Date	: 01-11-2027	**End Date**	: 05-11-2027	**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 essential skills and tools necessary for efficient management of follow-up operations and the provision of comprehensive administrative support. By focusing on specialised, practical, and interactive content, the program ensures that participants can seamlessly apply their acquired knowledge within real-world administrative settings. The emphasis on practical application allows learners to connect theoretical concepts with everyday administrative tasks, enhancing their overall competency in the field. Furthermore, the curriculum is designed to foster an engaging learning environment that encourages active participation and collaboration among participants. By incorporating various instructional methods, the program promotes the development of critical thinking and problem-solving skills, which are vital for successful follow-up management. Ultimately, this training equips individuals with the confidence and capability to excel in administrative roles, making them valuable assets to their organisations.

Course Overview:

COURSE OBJECTIVES

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

- Apply essential techniques for follow-up management.
- Provide effective administrative support.
- Develop skills to track project progress.
- Address variances in project execution effectively.
- Implement strategies to enhance business efficiency.
- Improve collaboration within administrative teams.
- Evaluate administrative processes using performance analysis tools.

TARGET AUDIENCE

- Business Managers looking to improve operational efficiency.
- Administrative Supervisors seeking advanced management techniques.
- Employees focused on enhancing their follow-up management skills.
- Professionals interested in developing effective business support strategies.
- Team leaders aiming to foster better communication within their teams.
- Individuals pursuing professional development in organisational skills.
- Managers and supervisors wanting to implement best practices in business support.

Program Outline:

DAY 1: Essentials of Follow-up Management and Support

1. Overview of Follow-up Management and Its Significance.
2. Setting Objectives for Follow-up and Support.
3. Evaluating Requirements and Recognising Key Performance Indicators (KPIs).
4. Techniques for Data Gathering and Analysis.
5. Effectively Communicating Follow-up Results.

DAY 2: Organising & Planning Administrative Tasks

1. Techniques for Project Planning & Scheduling.
2. Assignment of Tasks and Distribution of Responsibilities.
3. Managing Risks and Implementing Change Control in Administrative Tasks.
4. Addressing Complex Issues in Administrative Processes.
5. Aligning Tasks with Organisational Objectives.

DAY 3: Execution of Follow-up & Monitoring Strategies

1. Utilizing Software Tools to Monitor Progress and Adhere to Deadlines.
2. Creating and Analysing Follow-up Reports.
3. Detecting and Managing Variances.
4. Implementing Corrective Measures for Operational Enhancements.
5. Establishing Regular Monitoring Protocols.

DAY 4: Enhancing Administrative Support & Efficiency

1. The Role of Decision Support in Improving Administrative Functions.
2. Fostering Collaboration and Communication within Administrative Teams.
3. Crafting Effective Strategies to Boost Workflow Efficiency.
4. Efficient Resource Management to Support Organisational Objectives.
5. Nurturing a Positive Work Environment.

DAY 5: Assessment & Enhancement of Administrative Processes

1. The Significance of Performance Evaluation and Measurement of Results.
2. Employing Tools for Performance Assessment and Insight Generation.
3. Implementing Total Quality Management (TQM) Principles in Administration.
4. Identifying and Resolving Process Bottlenecks.
5. Creating Long-term Action Plans for Administrative Excellence.