

Coordination and Administrative Activities

Optimising productivity via collaboration with individuals, strategic planning, and systematic processes.

Introduction

Managing operations as an administrator involves the coordination of tasks, schedules, and personnel within a team, requiring advanced skills and facing several problems. This training course in Administrative Operations and Coordination offers a unique chance to acquire the necessary abilities for this position, including both broad and detailed aspects. From the aptitude for leadership and management, to the proficiency in strategic thinking and organisation, as well as the technical expertise in planning and implementing processes, along with the finesse in effective and assertive communication with others.

This Course N Carry training course will emphasise:

- Fundamental project management
- Developing systematic and efficient work protocols and processes
- Proficient in both verbal and written communication
- Problem-solving and decision-making
- The correlation between leadership and emotional intelligence.

Objectives

This training course will provide you with the practical knowledge and self-assurance necessary to effectively manage the many responsibilities associated with administrative and operational tasks.

Upon completion of this training course, you will possess the capability to:

- Conduct a thorough examination and enhance the policies and processes in the office.
- Generate innovative answers to challenges and use judgement in decision-making
- Exude self-assurance and articulate your thoughts effectively in any public scenarios.
- Maintain composure and engage in aggressive communication, especially when dealing with challenging individuals.
- Efficiently delegate tasks and successfully lead and inspire a team.

Training Methodology

This Administrative Operations and Coordination training course offers engaging, hands-on activities across a variety of media platforms to accommodate all learning styles. Individual exercises and group and pair activities will be part of the training programme. Everyone will get the chance to talk about the difficulties they are facing at work in a friendly setting.

Organizational impacts

Attendees of this training programme will benefit their company by being able to use the following abilities:

- Communication skills: The capacity to confidently and clearly interact with people at all levels of the organisation as well as consumers
- Organisational abilities include improving systems and procedures and having an orderly thought process.
- Project management abilities: The capacity to plan, assign, and monitor work
- Administrative skills: Organising time, assignments, and resources to complete work accurately and on schedule
- Leadership and management abilities: The ability to lead and manage people in any role within the organisation

Personal Impact

Attendees of this training programme should anticipate developing:

- An improvement in drive and assurance
- A thorough comprehension of the various management philosophies and how to collaborate with them
- The capacity to control emotions and stress at work and to become more self-aware
- Outstanding ability to communicate
- A good understanding of how to manage their time to work both alone and together to accomplish goals

Who should attend?

This Administrative Operations and Coordination training course equips general managers and office managers alike with valuable abilities. The information in this would be very helpful to anybody who has to organise the efforts of others in order to get things done.

While a broad variety of professions may benefit from this Course N Carry training course, the following will be very beneficial:

- Supervisors of Offices
- Heads of Teams

- Officers of Administration
- Coordinators of Operations
- Supervisors of Projects
- Fresh Supervisors and Managers

Course Outline

Day 1

Coordinators and Administrative Operations at Work

- Defining the duties, abilities, and attitudes needed to excel in the position
- Taking care of your obligations, connections, resources, and roles
- Inspiring others and oneself to attain greatness in the workplace
- Effective time and task management
- Rethinking yourself to think like a manager and leader

Day 2

Collaborating with Others

- Excellent online meetings and email communication
- Communicate assertively by being self-assured and considerate of others.
- Handling challenging individuals and circumstances
- Sorts of personalities in the workplace
- The ability to feel emotions
- Calming down during a crisis

Day 3

Organising Yourself

- Simplifying your rules and processes
- Using mind mapping to view both the large picture and the specifics allows for clear thinking.
- Fundamental abilities in project management
- Utilising technology to effectively handle your task
- Organising your boss or managers
- Organising a diary and trips

Day 4

Toolkit for Administration

- Resolving issues and using innovation in thought
- Making judgements that are intuitive and logical
- Using delegation to accomplish tasks via others
- Providing criticism that inspires others to make changes
- Paying attention with intention
- Resolving disputes amicably

Day 5

Developing Into a Professional

- Establishing your reputation and brand
- Taking up a leadership role
- Leadership Attributes
- Giving people more power
- Making a public appearance
- How a presentation should be organised
- Making an impression with the aid of images
- Ongoing education