

# € TRAINING

Administrative Coordination and Follow up  
Skills



9 - 13 December 2024  
Madrid (Spain)



# Administrative Coordination and Follow up Skills

REF: K1749 DATE: 9 - 13 December 2024 Venue: Madrid (Spain) - Fee: 5300 Euro

## Introduction:

This training program is designed to equip participants with the essential tools and techniques necessary to effectively coordinate and monitor administrative tasks. It emphasizes the development of behavioral competencies and time management skills crucial for successful administrative coordination in both public and private sector settings.

## Program Objectives:

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

- Develop skills in the field of administrative coordination at various administrative levels, based on studies and research conducted to identify the actual training needs of multiple departments.
- Enhance and elevate the efficiency of coordination and follow-up among the various departments within governmental sectors, energy companies, and diverse private sector entities. This enhancement aims to optimize task execution efficiency and effectiveness, fostering horizontal and vertical alignment.
- Improve the overall level of job performance within administrative bodies.
- Identify various types of behavioral skills pivotal to the advancement of coordination and administrative follow-up.
- Acquire proficiency in time management skills essential for administrative performance.

## Targeted Audience:

- Administrative coordinators.
- Administrative Assistants.
- Workers in the field of administrative services and coordination.

## Program Outline:

### Unit 1:

#### Coordination and Follow-Up Essentials:

- The tasks and functions required for the success of coordination and administrative follow-up.
- The importance of coordination and follow-up of the work in the institution and advanced and modern bodies.

- Elements and systems of administrative coordination and follow-up in the institution and measures of the effectiveness of administrative coordination and follow-up between departments.
- The role of coordination and administrative follow-up between departments in modern administration.
- The development of administrative coordination in accordance with the requirements of globalization and information technology.
- Examples and practical cases of the interdepartmental coordination and follow-up process in successful global companies.

## Unit 2:

### Artistic and Organizational Skills in Business:

- Artistic skills.
- Business planning and scheduling skills required.
- Work organization and follow-up skills.
- What are the effective follow-up methods?
- Skills of using time in administrative performance.
- Behavioral and mental skills.

## Unit 3:

### Behavioral Skills for Coordination:

- Types of behavioral skills that contribute to the development of coordination and administrative follow-up:
- Teamwork skills to achieve a high degree of group cohesion.
- Communication skills, building bridges with others, dialogue and persuasion skills in presentation.
- Creative thinking, creativity and innovation skills to solve coordination problems in an innovative way.
- Driving skills.
- Decision making skills.

## Unit 4:

### Crisis and Change Management in Coordination:

- Discord removal skills.

- Crisis management skills.
- Change management skills.
- Notes and reports and their role in the process of coordination and administrative follow-up.
- The types of memos required and the scientific basis for writing that help in coordination and follow-up between departments.

## Unit 5:

### Mastering Drafting and Reporting for Coordination:

- Drafting skill in administrative writing.
- Types of management reports and the basis for writing them.
- Common errors in the drafting of reports that disrupt the coordination and follow-up process.
- Correspondence drafting skills in terms of formality and objectivity.
- Examples and practical cases of using drafting and writing skills for effective memos and reports.