

# € TRAINING

Administration and Program Management



4 - 06 November 2024  
Kuala Lumpur (Malaysia)



# Administration and Program Management

REF: TS2390 DATE: 4 - 06 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 4450 Euro

## Introduction:

This intensive seminar offers participants a comprehensive overview of administration and program management, equipping them with essential skills to excel in these roles.

## Seminar Objectives:

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

- Define the roles and responsibilities of administrators and program managers.
- Apply effective planning, organizing, and controlling principles.
- Manage office operations and finances efficiently.
- Develop and implement successful programs and projects.
- Communicate effectively with various stakeholders.
- Lead and build high-performing teams.

## Targeted Audience:

- New and experienced administrators.
- Program managers.
- Team leaders.
- Office managers.
- Professionals seeking to enhance their skills in administration and program management.

## Seminar Outline:

### Unit 1:

#### Fundamentals of Administration and Program Management:

- The Role of the Administrator and Program Manager.
- Planning and Organizing for Effective Management.

- Communication and Interpersonal Skills.
- Office Organization and Management.
- Financial Management Principles.
- Developing and Implementing Successful Programs.
- Case Studies of Successful and Unsuccessful Practices.

## Unit 2:

### Advanced Program and Project Management:

- Managing Office Operations Efficiently.
- Financial Management in Detail.
- Principles of Program Management.
- Project Management Techniques.
- Simulation Exercise to Practice Skills.
- Problem-Solving and Decision-Making.
- Change Management and Conflict Resolution.

## Unit 3:

### Leadership, Team Building, and Practical Skills:

- Leadership and Team Building Strategies.
- Effective Communication with Stakeholders.
- Managing Procurement Solicitations and Selections.
- Handling Multiple Projects and Estimations.
- Analyzing and Documenting Project Outcomes.
- Leading Meetings Effectively.
- Approaches for Application of Skills in a Simulated Work Environment.