

# € TRAINING

Mastering Follow up Management and  
Administrative Support

26 - 30 May 2025  
London (UK)





# Mastering Follow up Management and Administrative Support

REF: K2700 DATE: 26 - 30 May 2025 Venue: London (UK) - Fee: 5300 Euro

## Introduction:

This training program is designed to equip participants with the essential skills and tools to effectively manage follow-up operations and provide comprehensive administrative support. It emphasizes specialized, practical, and interactive content to enable participants to apply acquired knowledge seamlessly in real-world administrative environments.

## Program Objectives:

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

- Apply essential techniques for follow-up management and administrative support.
- Develop skills to track project progress and address variances effectively.
- Implement strategies to enhance business and operational efficiency.
- Improve collaboration and communication within administrative teams.
- Evaluate and refine administrative processes using performance analysis tools.

## Target Audience:

- Business Managers.
- Administrative Supervisors.
- Employees aiming to enhance their follow-up management and business support skills.

## Program Outline:

### Unit 1:

#### Fundamentals of Follow-up Management and Support:

- Introduction to Follow-up Management and its Importance.
- Defining Follow-up and Support Objectives.
- Analyzing Requirements and Identifying Key Performance Indicators KPIs.
- Data Collection and Analysis Techniques.

- Communicating Follow-up Findings Effectively.

## Unit 2:

### Planning and Organizing Administrative Work:

- Project Planning and Scheduling Techniques.
- Task Allocation and Assignment of Responsibilities.
- Risk Management and Change Control in Administrative Work.
- Handling Complex Challenges in Administrative Workflows.
- Ensuring Alignment of Tasks with Organizational Goals.

## Unit 3:

### Implementation of Follow-up and Monitoring Techniques:

- How to use Software Tools to Track Progress and Meet Deadlines.
- Preparing and Interpreting Follow-up Reports.
- Identifying and Addressing Variances.
- Implementing Corrective Actions for Operational Improvements.
- Establishing Consistent Monitoring Protocols.

## Unit 4:

### Administrative Support and Efficiency Enhancement:

- The Role of Decision Support in Enhancing Administrative Operations.
- Building Collaboration and Communication Among Administrative Teams.
- Developing Practical Strategies to Improve Workflow Efficiency.
- Managing Resources Effectively to Support Organizational Goals.
- Cultivating a Supportive Work Environment.

## Unit 5:

### Evaluation and Improvement of Administrative Processes:



- The Importance of Performance Evaluation and Results Measurement.
- Utilizing Tools for Performance Analysis and Generating Insights.
- Applying Total Quality Management TQM Principles in Administration.
- Identifying and Overcoming Bottlenecks in Processes.
- Developing Long-Term Action Plans to Enhance Administrative Excellence.