

€ TRAINING

Administrative Creativity in Organizing and
Planning

2 - 6 November 2025
Amman (Jordan)





Administrative Creativity in Organizing and Planning

REF: K1375 DATE: 2 - 6 November 2025 Venue: Amman (Jordan) - Fee: 3550 Euro

Introduction:

This training program is designed to empower participants with innovative organizational and planning techniques. Through it, participants will gain tools and strategies to approach administrative and professional responsibilities with ingenuity, creativity, and efficiency, enabling them to excel in dynamic work environments.

Program Objectives:

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

- Take ownership of personal and professional development to drive growth and achievement.
- Cultivate and maintain strong, trust-based relationships through effective communication and collaboration.
- Employ creative thinking to maximize the use of available resources for enhanced problem-solving.
- Build emotional resilience to navigate workplace challenges effectively.
- Resolve conflicts constructively while promoting teamwork and mutual understanding within their organizations.

Targeted Audience:

- Office Managers and Coordinators.
- Supervisors.
- Team Leaders.
- Senior Secretaries.
- Project Managers.

Program Outlines:

Unit 1:

Taking Charge of Your Career: The Journey Begins:

- Building a professional reputation and credibility.
- Developing a personal value proposition and professional "brand."

- Strategies for lifelong learning and personal development.
- Networking, finding mentors, and tapping into available career resources.
- Avoiding pitfalls and committing to excellence as a high performer.

Unit 2:

Building Winning Relationships: Trust and Collaboration:

- Understanding win-win strategies and the importance of trust in relationships.
- Differentiating responsibility for and responsibility to others.
- Learning to strengthen others through valuing processes and effective communication.
- Employing Relationship Asset Management RAM strategies for collaboration.
- Building mutual respect and trust to achieve team goals.

Unit 3:

Communication Skills for Today's Professional:

- Mastering face-to-face communication and active listening.
- Understanding and employing the four communication styles.
- Delivering impactful presentations to diverse audiences.
- Exchanging constructive feedback effectively.
- Applying influence and persuasion principles to strengthen workplace interactions.

Unit 4:

Creative Thinking: A Key to Working Smart:

- Developing clear, innovative, and inspired thinking approaches.
- Utilizing whole-picture perspectives with creative thinking techniques.
- Generating and evaluating alternative ideas effectively.
- Combining logic, emotion, and creativity for optimal solutions.
- Using the "Six Lens" approach for whole-brain thinking optimization.

Unit 5:

Emotional Resilience: Handling Life's Challenges:

- Identifying and understanding personal responses to challenging events.
- Exploring patterns in behavioral responses and their consequences.
- Choosing constructive behaviors during high-pressure situations.
- Building resilience to adapt to and overcome workplace challenges.
- Cultivating positive emotional responses for better stress management..