

€ TRAINING

Administrative Coordination and Follow up
Skills



23 - 27 February 2025
Cairo (Egypt)



Administrative Coordination and Follow up Skills

REF: K1749 DATE: 23 - 27 February 2025 Venue: Cairo (Egypt) - Fee: 3520 Euro

Introduction:

This training program is designed to equip participants with the essential skills and tools for effective coordination and monitoring of administrative tasks. It focuses on developing behavioral, organizational, and time management competencies to enhance administrative performance in both public and private sectors.

Program Objectives

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

- Build core competencies in administrative coordination and follow-up based on actual training needs.
- Enhance efficiency in coordination between departments to achieve work effectiveness and institutional performance.
- Improve overall job performance within administrative bodies.
- Identify key behavioral skills crucial for developing coordination and administrative follow-up.
- Acquire time management skills essential for administrative excellence.

Targeted Audience

- Administrative Coordinators.
- Administrative Assistants.
- Professionals involved in administrative services and coordination.

Program Outline:

Unit 1:

Coordination and Follow-Up Essentials:

- Core tasks and functions for successful coordination and follow-up.
- Importance of coordination and follow-up in institutional work.
- Elements and systems for administrative coordination and effectiveness measures.
- Role of coordination in modern administration.

- Adapting administrative coordination to globalization and technological advancements.

Unit 2:

Organizational and Artistic Skills in Administration:

- Planning and scheduling skills.
- Skills for organizing work and effective follow-up.
- Effective methods for monitoring and evaluation.
- Time management in administrative performance.
- Behavioral and cognitive skills for enhanced coordination.

Unit 3:

Behavioral Skills for Administrative Coordination:

- Behavioral skills to enhance coordination and follow-up.
- Teamwork skills to foster collaboration.
- Communication and persuasion skills for effective dialogue.
- Creative thinking and innovation for solving coordination challenges.
- Decision-making and leadership skills.

Unit 4:

Managing Crises and Changes in Coordination:

- Conflict resolution skills.
- Crisis management techniques.
- Change management strategies.
- Role of notes and reports in coordination processes.
- How to draft memos and write reports to support inter-departmental coordination.

Unit 5:

Advanced Drafting and Reporting for Coordination:



- Administrative writing and drafting skills.
- Types of management reports and key writing principles.
- Common mistakes in drafting and how to avoid them.
- Writing effective correspondence with professionalism and objectivity.