

# € TRAINING

Administration and Program Management



12 - 16 October 2025  
Dubai (UAE)



# Administration and Program Management

REF: K2677 DATE: 12 - 16 October 2025 Venue: Dubai (UAE) - Fee: 4400 Euro

## Introduction:

This training program is designed to provide participants with the knowledge and skills necessary to be effective administrators and program managers. Through it, participants will have the opportunity to practice their skills in a simulated work environment.

## Program Objectives:

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

- Understand the fundamentals of administration and program management.
- Apply effective planning, organizing, and communication skills.
- Implement financial and office management principles for improved efficiency.
- Develop skills in performance monitoring and evaluation to enhance program outcomes.
- Acquire advanced skills to manage multiple projects and analyze outcomes.

## Targeted Audience:

- Experienced administrators.
- Program managers.
- Team leaders.
- Office managers.

## Program Outline:

### Unit 1:

#### Foundations of Administration and Program Management:

- Introduction to Administration and Program Management.
- The Role of the Administrator and Program Manager.
- Planning and Organizing for Effective Management.
- Communication and Interpersonal Skills.

## Unit 2:

### Office and Financial Management:

- Office Organization and Management.
- Financial Management Principles.
- Program Management Fundamentals.
- Project Management Techniques.

## Unit 3:

### Performance Monitoring and Evaluation:

- Key Performance Indicators KPIs and Their Role in Management.
- Techniques for Monitoring and Evaluating Program Success.
- Tools for Data Collection and Analysis.
- Reporting and Communicating Results Effectively.
- Strategies for Continuous Improvement Based on Evaluations.

## Unit 4:

### Leadership and Problem Solving:

- Leadership and Team Building Strategies.
- Problem-Solving and Decision-Making Techniques.
- Change Management Strategies.
- Conflict Resolution Methods.

## Unit 5:

### Advanced Management Skills:

- Advanced Leadership and Team Building.
- Managing Procurement Solicitations and Selections.
- Managing Multiple Projects and Estimations.



- Analyzing and Documenting Project Outcomes.
- Leading Effective Meetings.