

*Administrative Coordination and  
Follow up Skills*





# Course Description

This training program is designed to equip participants with the essential tools and techniques necessary to effectively coordinate and monitor administrative tasks. It emphasizes the development of behavioral competencies and time management skills crucial for successful administrative coordination in both public and private sector settings.

# Course Objectives

**Upon completing this Course successfully, participants will be able to:**

Develop skills in the field of administrative coordination at various administrative levels, based on studies and research conducted to identify the actual training needs of multiple departments.

Enhance and elevate the efficiency of coordination and follow-up among the various departments within governmental sectors, energy companies, and diverse private sector entities. This enhancement aims to optimize task execution efficiency and effectiveness, fostering horizontal and vertical alignment.

Improve the overall level of job performance within administrative bodies. Identify various types of behavioral skills pivotal to the advancement of coordination and administrative follow-up.

Acquire proficiency in time management skills essential for administrative performance.

# Who should attend?

## **This Course would be suitable for:**

- Administrative coordinators.
- Administrative Assistants.

Workers in the field of administrative services and coordination.

## *Teaching Methodology*

**A variety of teaching methodologies will be employed. These methodologies are designed to engage participants, facilitate active learning, and enable the practical application of concepts:**

- Mini lectures
- Case Study Analysis
- Group Discussions
- Feedback and Reflection Sessions

## **Coordination and Follow-Up Essentials**

### Introduction to Coordination and Follow-Up

- Tasks and functions required for the success of coordination and administrative follow-up.
- Importance of coordination and follow-up in the institution and modern bodies.

### Administrative Coordination Systems

- Elements and systems of administrative coordination and follow-up in the institution.
- Measures of effectiveness of administrative coordination and follow-up between departments.

### Modern Administrative Coordination

- Role of coordination and administrative follow-up between departments in modern administration.
- Development of administrative coordination in accordance with globalization and information technology.

### Case Studies:

- Examples and practical cases of interdepartmental coordination and follow-up processes in successful global companies.

## **Artistic and Organizational Skills in Business**

### Artistic Skills in Business

- Overview of artistic skills.
- Business planning and scheduling skills required for effective follow-up.

### Work Organization and Follow-Up

- Work organization and follow-up skills.
- Effective follow-up methods.
- Using time effectively in administrative performance.

### Behavioral and Mental Skills

- Behavioral and mental skills for better follow-up.

### Practical Exercises:

- Developing a business plan and schedule.
- Role-playing exercises for effective follow-up.

## **Behavioral Skills for Coordination**

### Behavioral Skills Overview

- Types of behavioral skills contributing to coordination and administrative follow-up.

### Teamwork and Communication

- Teamwork skills for achieving high group cohesion.
- Communication skills, building bridges, dialogue, and persuasion skills in presentations.

### Creative Problem-Solving

- Creative thinking, creativity, and innovation skills to solve coordination problems innovatively.
- Leadership and decision-making skills.

### Interactive Sessions:

- Team-building activities.

Case studies on creative problem-solving.

## *Outline Day 4*

### Crisis and Change Management in Coordination

#### Discord Removal Skills

- Skills for removing discord in coordination processes.

#### Crisis and Change Management

- Crisis management skills.
- Change management skills in the context of coordination.

#### Role of Notes and Reports

- Notes and reports in the coordination and administrative follow-up process.
- Types of memos required and scientific basis for writing effective memos.

#### Simulation Exercises:

- Crisis management scenarios.
- Writing effective notes and reports.

## **Mastering Drafting and Reporting for Coordination**

### Drafting Skills

- Drafting skills in administrative writing.

### Management Reports

- Types of management reports and the basis for writing them.
- Common errors in report drafting that disrupt coordination and follow-up.

### Correspondence Drafting

- Correspondence drafting skills in terms of formality and objectivity.

### Case Studies and Practical Exercises:

- Examples of using drafting and writing skills for effective memos and reports.

Review and critique of sample reports and memos.