



## تحقيق التميز الإداري في اللغة العربية

**Duration:** 5 Days

**Language:** ar

**Course Code:** MG1-118

### Objective

:Upon completion of this course, participants will be able to

- Equip participants with the essential skills to thrive as an administrative assistant in a modern business environment.
  - Enhance organisational, technological, and communication abilities.
  - Develop critical thinking, problem-solving, and project management skills.
  - Foster adaptability, professionalism, and a proactive work ethic.

### Audience

:This course is intended for

- Current administrative assistants seeking to enhance their skills.
  - Professionals transitioning into administrative roles.
- Office managers and executive assistants aiming to stay ahead of industry trends.

## Training Methodology

This course employs a blend of interactive lectures, practical workshops, group discussions, and case studies. Participants will apply the skills learned through hands-on activities and real-world scenarios. The course also includes self-assessment exercises and peer feedback to ensure a comprehensive understanding and application of the material.

## Summary

The course empowers administrative professionals with the essential skills to excel in today's dynamic business environment. As administrative assistant roles evolve, this course provides in-depth training on organisational efficiency, technological proficiency, communication excellence, and project management. Participants will develop critical thinking, problem-solving abilities, and a strong professional presence, equipping them to meet the demands of modern workplaces. This course prepares you to become a pivotal asset in any organisation through interactive learning and practical application.

## Course Content & Outline

### Section 1: The Role of the Modern Administrative Assistant

- Evolution of the administrative role
- Key responsibilities and expectations

### Section 2: Organisational Mastery

- Prioritising tasks and time management
- Developing efficient workflows

### **Section 3: Technological Proficiency**

- Essential office software and tools
- Leveraging digital tools for task automation and efficiency

### **Section 4: Professionalism and Composure**

- Stress management techniques
- Enhancing emotional intelligence in the workplace

### **Section 5: Communication Excellence**

- Mastering written and verbal communication
- Effective negotiation and conflict resolution

### **Section 6: Project Management Skills**

- Fundamentals of project management
- Applying project management techniques to administrative tasks

### **Section 7: Analytical Thinking and Problem Solving**

- Developing critical thinking skills
- Applying analytical methods to solve workplace challenges

### **Section 8: Continuous Learning and Development**

- Staying updated with industry trends
- Creating a personal development plan

### **Certificate Description**

عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من Holistique Training. وبالنسبة للذين يحضرون ويكملون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية (e-Certificate).

من Holistique Training.

وخدمة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training شهادات ISO 29993. كما أنها معتمدة وفق معايير، (CPD) المستمر ISO 9001 أو ISO 21001.

لهذه الدورة من خلال شهادتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر واحدة عن كل ساعة CPD يتم منح نقطة، CPD ووفقاً لمعايير خدمة اعتماد Holistique Training التدريب من لأي دورة واحدة نقدمها حالياً CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة.

## Categories

الإدارة والسكرتارية، القيادة والإدارة

## Related Articles

### Excelling In The Modern Workplace: Key Strategies For Administrative Assistants

In 2025

In this blog post, we delve into the evolving role of administrative assistants in 2024. Discover the importance of their contribution, explore where they work, and learn why a career in administration is worth pursuing. Gain valuable insights and practical tips to excel in your role, enhance your skills, and