



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

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

من Holistique Training.

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

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