



"المدير الإداري الأعلى - CAO: دوره ومسؤولياته وكيفية تحقيق النجاح"

Duration: 5 Days

Language: ar

Course Code: MG2 - 218

Objective

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

- Define and optimise the scope of the CAO's role within organisational leadership
- Lead and improve internal operations through systems thinking and process excellence
- Coordinate effectively across departments to enhance strategic execution
- Oversee compliance, HR, legal, procurement, and facility functions
- Establish effective governance structures and operational policies
- Evaluate and mitigate organisational risks
- Build and lead high-performing administrative teams

Audience

:This course is ideal for

- (Current and aspiring Chief Administrative Officers (CAOs
- Senior operations and administration executives
- Heads of departments such as HR, legal, compliance, or finance
- Business managers aiming to transition into strategic executive roles
- Executive assistants and chiefs of staff in large organisations

Training Methodology

This course uses a mix of expert-led sessions, interactive case studies, strategic simulations, real-world problem solving, and executive coaching approaches. It ends with a group activity where participants design an Enterprise Operational Governance Plan for an organisation of their choice.

Summary

This intensive training course is designed for current and aspiring Chief Administrative Officers (CAOs), who are responsible for ensuring the smooth and efficient operation of all non-technical, non-commercial departments within an organisation. As strategic partners to the CEO and other C-suite executives, CAOs provide oversight across administrative functions such as HR, legal affairs, compliance, procurement, internal communications, facilities management, and risk governance.

The course delivers advanced insights into the pillars of effective administrative leadership—strategic planning, operational efficiency, cross-functional collaboration, and process standardisation. Participants will gain the skills to design and execute high-impact administrative frameworks that directly support organisational growth, scalability, and resilience.

Beyond core administrative functions, this programme explores the CAO's expanding role in enterprise risk management, policy development, cultural alignment, and digital transformation. Whether leading internal services or driving strategic initiatives, CAOs must operate with agility, foresight, and strong governance principles.

Course Content & Outline

Section 1: The CAO Role in Modern Enterprises

- .Overview of the CAO position: strategic scope and responsibilities
- .Differentiating the CAO from COO, CFO, and CHRO roles
- .The CAO as a driver of administrative alignment and risk control
- .Key leadership competencies for administrative executives
- .Strategic influence of the CAO on corporate outcomes

Section 2: Internal Operations & Organisational Structure

- .Evaluating and optimising internal operations
- .Policy development and procedural standardisation
- .Designing efficient organisational workflows
- .KPIs and metrics for operational excellence
- .Leading digitalisation of internal administrative processes

Section 3: Risk Management, Compliance, and Governance

- .Enterprise risk identification and mitigation
- .Overseeing legal and compliance operations
- .Internal controls and audits
- .Ensuring governance frameworks align with company strategy
- .Ethical leadership and regulatory compliance

Section 4: Cross-Departmental Leadership & Change Management

- .Facilitating interdepartmental collaboration
- .Overseeing HR, facilities, procurement, and admin services
- .Leading enterprise-wide change initiatives
- .Building internal communication frameworks
- .Managing executive-level stakeholder engagement

Section 5: Strategic Planning, Budgeting & CAO Leadership

- .Linking operational efficiency to strategic goals
- .Resource planning and cost control
- .Creating annual operational and risk mitigation plans
- .Communicating administrative vision across departments
- .Building and mentoring high-performing admin teams

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

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إتقان المهارات الإدارية الفعالة: دليل شامل

المهارات الإدارية هي القدرات التي تمكنك من قيادة فريق أو الإشراف على المشاريع بفعالية. عادة، يطبق المديرون هذه المهارات على مجموعة واسعة من الوظائف في التسويق والإنتاج والتمويل والموارد البشرية. إذا كنت تستعد لدور قيادي مستقبلي أو كنت بالفعل مديراً ترغب في تحسين وتنمية قدراتك، فيمكنك تطوير المهارات الإدارية لاتخاذ