



## مهارات تنظيمية متقدمة: دليل شامل حول كيفية تطويرها

**Duration:** 5 Days

**Language:** ar

**Course Code:** MG2 - 222

### Objective

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

- Apply advanced organisational principles to optimise workflow and resource allocation
- Prioritise tasks and projects based on strategic impact and deadlines
- Build systems for managing complex projects with multiple stakeholders
- Delegate effectively while maintaining oversight and accountability
- Monitor and evaluate progress to ensure objectives are met on time and within scope
- Create structures that foster team alignment and sustained high performance

### Audience

:This course is ideal for

- Senior Executives and Managers
- Project and Programme Leaders
- Operations Managers
- Team Leaders and Supervisors
- Professionals handling multiple high-priority projects
- Anyone seeking to improve strategic organisation and execution

## Training Methodology

The course incorporates practical frameworks, real-world case studies, interactive discussions, and self-assessment tools. Participants will engage in strategic planning exercises, prioritisation simulations, and collaborative problem-solving to reinforce learning outcomes

## Summary

This advanced training course equips leaders, managers, and professionals with the organisational mastery needed to excel in complex, fast-paced environments. Participants will explore strategies for structuring workflows, prioritising critical tasks, managing competing demands, and aligning resources to organisational goals

The course goes beyond basic time management to focus on high-level strategic organisation—integrating planning, delegation, process optimisation, and performance monitoring to enhance both individual and team productivity. With a strong emphasis on adaptability, participants will learn how to maintain clarity and control even under high pressure and shifting priorities

## Course Content & Outline

### Section 1: Foundations of High-Level Organisation

- Defining high-level organisational skills in the modern workplace
- The relationship between organisation, productivity, and leadership effectiveness
- Common organisational challenges in fast-paced environments

### Section 2: Strategic Planning and Prioritisation

- Building strategic roadmaps for projects and objectives
- (Prioritisation frameworks (Eisenhower Matrix, MoSCoW method, RICE scoring
  - Balancing urgent tasks with long-term goals
- Aligning team efforts with organisational vision and KPIs

### Section 3: Structuring Workflows and Processes

- .Designing efficient systems for task and project management
- .Process mapping and optimisation techniques
- .Leveraging digital tools for organisation and collaboration
- .Creating clear communication and accountability structures

### Section 4: Delegation and Resource Management

- .Principles of effective delegation for maximum productivity
- .Matching tasks to team members' strengths and capacity
- .Balancing autonomy and oversight
- .Managing budgets, time, and other critical resources

### Section 5: Monitoring, Evaluation, and Continuous Improvement

- .Setting measurable targets and tracking progress
  - .Identifying bottlenecks and implementing corrective actions
  - .Using data and feedback for organisational improvement
- Final Activity: Developing a personalised high-level organisational system for immediate application

## 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.

وحدة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training شهادات ISO 29993 و ISO 21001 و 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

## Related Articles



### Key Organisational Skills for Career Success & How to Develop Them 15

Organisational skills are crucial for personal and professional success. This blog post delves into understanding these skills, their importance in the workplace, and the difference between internal and external skills. It outlines 15 essential organisational skills for leaders, offers strategies to improve these skills, and provides tips on showcasing them