



Consulting and Training | Reach New Heights

Course Name

Essential Skills for Highly Productive & Efficient Administrators

Sector Name

Administration and Office Efficiency

Document Type

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Essential Skills for Highly Productive & Efficient Administrators

Course Introduction

Efficient administration helps in keeping up the productivity of an organization. Productivity and adequacy, which are catchphrases in administration, are accomplished only through legitimate planning and control of the activities, decrease of office expenses, and coordination of all exercises of business activities.

In this **three-day** course, we will discuss the importance of administration and how one can be a productive and efficient administrator.

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Essential Skills for Highly Productive & Efficient Administrators

Target Audience

- ✓ Office managers.
- ✓ Executive secretaries.
- ✓ Administrators and assistants.

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Learning Objectives

- ✓ Explain why productivity and effectiveness are critical for a successful administrator.
- ✓ Develop self-management, which will enable professional advancement.
- ✓ Employ their thinking skills to facilitate turning problems into opportunities.
- ✓ Apply the power of a positive attitude at the workplace.
- ✓ Build excellent relationships with people at all levels.
- ✓ Plan and organize in order to maximize their use of time and improve their performance at the office.

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Course Outline

✓ **01 Day One**

Productivity and Effectiveness

- ✓ Definition of productivity
- ✓ Efficiency versus effectiveness: differences and practical uses
- ✓ Optimizing the quality and quantity of production through streamlining
- ✓ Signs of inefficiencies at your office
- ✓ Simplification of work processes
- ✓ Work breakdown structures

Effective Self-Leadership

- ✓ Principles of self-leadership
- ✓ Self-leadership as a prerequisite for leading others
- ✓ Understanding what makes people 'tick': personal values
- ✓ Performing a personal SWOT analysis
- ✓ Building on your talents
- ✓ Becoming more proactive

Essential Skills for Highly Productive & Efficient Administrators

Course Outline

✓ 02 Day Two

The Thinking Administrator

- ✓ Using different thinking techniques to boost your professionalism
- ✓ Using creativity as a business tool
- ✓ Mental blocks and ways to overcome them
- ✓ Brainstorming your best options
- ✓ Solving office problems (and turning them into opportunities)
- ✓ Kaizen: focusing on continuous improvements

Developing Your Work Relationships

- ✓ Building rapport with your manager, colleagues, and clients
- ✓ Adapting to different working styles
- ✓ Wearing the right 'hat.'
- ✓ Navigating through people problems and problem people
- ✓ Resolving conflict with a win-win outcome
- ✓ Applying the principles of emotional intelligence
- ✓ Best practices in dealing with your manager

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Course Outline

✓ **03 Day Three**

Organizing and planning for the best performance

- ✓ Setting challenging performance goals
- ✓ Putting Key Performance Indicators (KPIs) to work
- ✓ Utilizing planning strategies and forward thinking
- ✓ Prioritizing your objectives
- ✓ Personal action planning
- ✓ The planning cycles

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 20, 2026	July 22, 2026	3 days	3250.00 \$	UAE , Abu Dhabi
May 3, 2027	May 5, 2027	3 days	3250.00 \$	UAE , Dubai
Oct. 25, 2026	Oct. 27, 2026	3 days	3250.00 \$	KSA , Riyadh
April 5, 2027	April 7, 2027	3 days	3950.00 \$	Austria , Vienna

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