



Consulting and Training | Reach New Heights

Course Name

Administrative Communication & Constructive Feedback

Sector Name

Administration and Office Efficiency

Document Type

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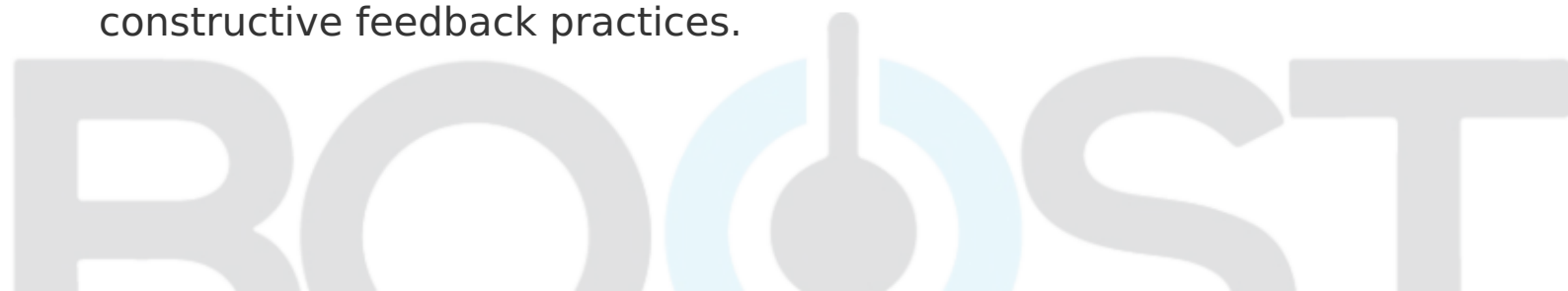
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Administrative Communication & Constructive Feedback

Course Introduction

Effective administration depends on clear communication, accurate information exchange, and the ability to build productive relationships across all organizational levels. Administrative professionals serve as the communication hub between executives, departments, employees, clients, and external stakeholders. Their ability to communicate professionally, coordinate information, provide constructive feedback, and resolve communication barriers has a direct impact on operational efficiency, collaboration, service quality, and organizational performance.

Developed by **BOOST Consulting & Training**, the **Administrative Communication & Constructive Feedback** program equips administrative professionals with advanced communication strategies that support business operations and strengthen organizational collaboration. Rather than focusing solely on interpersonal communication, the program emphasizes communication as a strategic administrative function that enables coordination, improves workflow, supports decision-making, and creates a culture of continuous improvement through structured and constructive feedback practices.



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Administrative Communication & Constructive Feedback

Target Audience

- ✓ Administrative Managers
- ✓ Office Managers
- ✓ Executive Assistants
- ✓ Administration Supervisors

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Learning Objectives

- ✓ Apply strategic communication techniques in administrative environments.
- ✓ Improve information flow across departments.
- ✓ Deliver professional and constructive feedback.
- ✓ Strengthen collaboration among internal stakeholders.
- ✓ Handle difficult administrative conversations effectively.
- ✓ Improve communication quality to support business performance.
- ✓ Develop an administrative communication improvement plan.

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Administrative Communication & Constructive Feedback

Course Outline

✓ Day 01

Foundations of Administrative Communication

Understanding Administrative Communication

- ✓ The strategic role of communication in administration.
- ✓ Communication channels within modern organizations.
- ✓ Common communication barriers and their impact.

Building Professional Communication

- ✓ Developing clarity and consistency in communication.
- ✓ Strengthening credibility and professionalism.
- ✓ Creating effective communication habits.

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Course Outline

✓ Day 02

Designing Effective Communication Systems

Information Flow Management

- ✓ Structuring administrative communication processes.
- ✓ Coordinating information across departments.
- ✓ Preventing communication gaps and delays.

Planning Administrative Messages

- ✓ Selecting the appropriate communication approach.
- ✓ Organizing information for different audiences.
- ✓ Communicating with purpose and accuracy.

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Course Outline

✓ Day 03

Communication Execution & Constructive Feedback

Delivering Constructive Feedback

- ✓ Preparing productive feedback conversations.
- ✓ Encouraging performance improvement through feedback.
- ✓ Managing feedback professionally.

Facilitating Administrative Collaboration

- ✓ Supporting teamwork through communication.
- ✓ Managing communication during operational activities.
- ✓ Coordinating stakeholders effectively.

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Course Outline

✓ Day 04

Measuring Communication Effectiveness

Evaluating Communication Performance

- ✓ Measuring communication quality.
- ✓ Assessing collaboration effectiveness.
- ✓ Monitoring communication outcomes.

Continuous Communication Improvement

- ✓ Identifying communication improvement opportunities.
- ✓ Enhancing organizational communication practices.
- ✓ Building a feedback-driven culture.

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Course Outline

✓ Day 05

Strategic Communication & Governance

Communication Governance

- ✓ Communication standards and accountability.
- ✓ Confidentiality and ethical communication.
- ✓ Governance principles for administrative communication.

Building the Administrative Communication Roadmap

- ✓ Developing a long-term communication strategy.
- ✓ Strengthening organizational communication capabilities.
- ✓ Sustaining communication excellence across the organization.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
May 31, 2027	June 4, 2027	5 days	4950.00 \$	Spain , Barcelona
Sept. 26, 2027	Sept. 30, 2027	5 days	4250.00 \$	KSA , Jeddah

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