



Consulting and Training | Reach New Heights

Course Name

Executive Coordination & Corporate Administration

Sector Name

Administration and Office Efficiency

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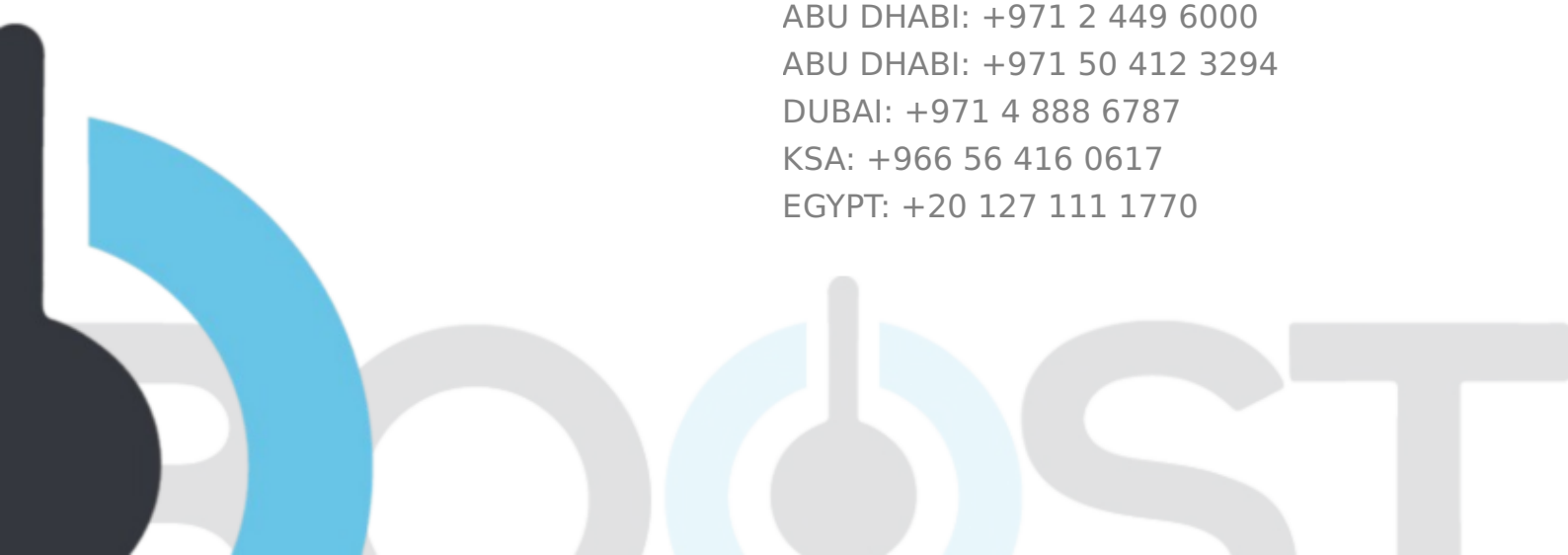
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Executive Coordination & Corporate Administration

Course Introduction

In today's complex organizations, executive coordination has become a strategic administrative function that ensures seamless communication, operational alignment, and effective collaboration across business units. Administrative professionals supporting executives are expected to coordinate strategic initiatives, manage executive priorities, facilitate stakeholder engagement, and ensure the smooth execution of organizational activities. Their role extends far beyond scheduling meetings and handling correspondence—they serve as operational connectors who enable business continuity and organizational effectiveness.

Developed by **BOOST Consulting & Training**, the **Executive Coordination & Corporate Administration** program equips administrative professionals with advanced coordination methodologies that strengthen executive support, improve cross-functional collaboration, optimize stakeholder communication, and enhance administrative governance. The program emphasizes strategic coordination, executive workflow management, organizational communication, operational integration, and continuous improvement to enable participants to contribute directly to executive effectiveness and institutional performance.

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Executive Coordination & Corporate Administration

Target Audience

- ✓ Executive Assistants
- ✓ Office Managers
- ✓ Administrative Managers
- ✓ Executive Office Coordinators

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Learning Objectives

- ✓ Coordinate executive operations strategically.
- ✓ Strengthen communication across organizational functions.
- ✓ Manage executive priorities and stakeholder expectations.
- ✓ Improve administrative coordination and workflow integration.
- ✓ Support organizational initiatives through effective coordination.
- ✓ Measure and improve executive support performance.
- ✓ Develop a sustainable executive coordination framework.

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Executive Coordination & Corporate Administration

Course Outline

✓ Day 01

Executive Coordination Foundations

Understanding Executive Coordination

- ✓ The strategic role of executive coordination.
- ✓ Executive office responsibilities in modern organizations.
- ✓ Coordination as a driver of organizational effectiveness.

Assessing Coordination Requirements

- ✓ Identifying executive support needs.
- ✓ Mapping key stakeholders.
- ✓ Understanding organizational communication flows.

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Course Outline

✓ Day 02

Designing Executive Coordination Systems

Planning Executive Operations

- ✓ Structuring executive workflows.
- ✓ Coordinating meetings, projects, and priorities.
- ✓ Integrating administrative activities across departments.

Stakeholder Coordination Design

- ✓ Planning communication with internal and external stakeholders.
- ✓ Defining coordination responsibilities.
- ✓ Building effective coordination channels.

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Course Outline

✓ Day 03

Executing Corporate Coordination

Managing Executive Activities

- ✓ Coordinating executive initiatives.
- ✓ Supporting cross-functional projects.
- ✓ Managing executive communications efficiently.

Coordinating Organizational Operations

- ✓ Facilitating collaboration between departments.
- ✓ Managing administrative follow-up.
- ✓ Supporting business continuity.

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Course Outline

✓ Day 04

Performance Measurement & Continuous Improvement

Measuring Coordination Effectiveness

- ✓ Executive coordination KPIs.
- ✓ Evaluating workflow efficiency.
- ✓ Measuring stakeholder satisfaction.

Improving Executive Support

- ✓ Identifying coordination gaps.
- ✓ Enhancing administrative responsiveness.
- ✓ Strengthening executive service quality.

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Course Outline

✓ Day 05

Strategic Executive Administration

Governance of Executive Coordination

- ✓ Accountability in executive administration.
- ✓ Confidentiality and ethical practices.
- ✓ Governance principles for executive offices.

Building the Executive Coordination Roadmap

- ✓ Developing long-term executive support strategies.
- ✓ Strengthening organizational coordination capabilities.
- ✓ Creating a sustainable executive administration model.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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