

Course Name

Strategic Administrative Excellence

Sector Name

Administration and Office Efficiency

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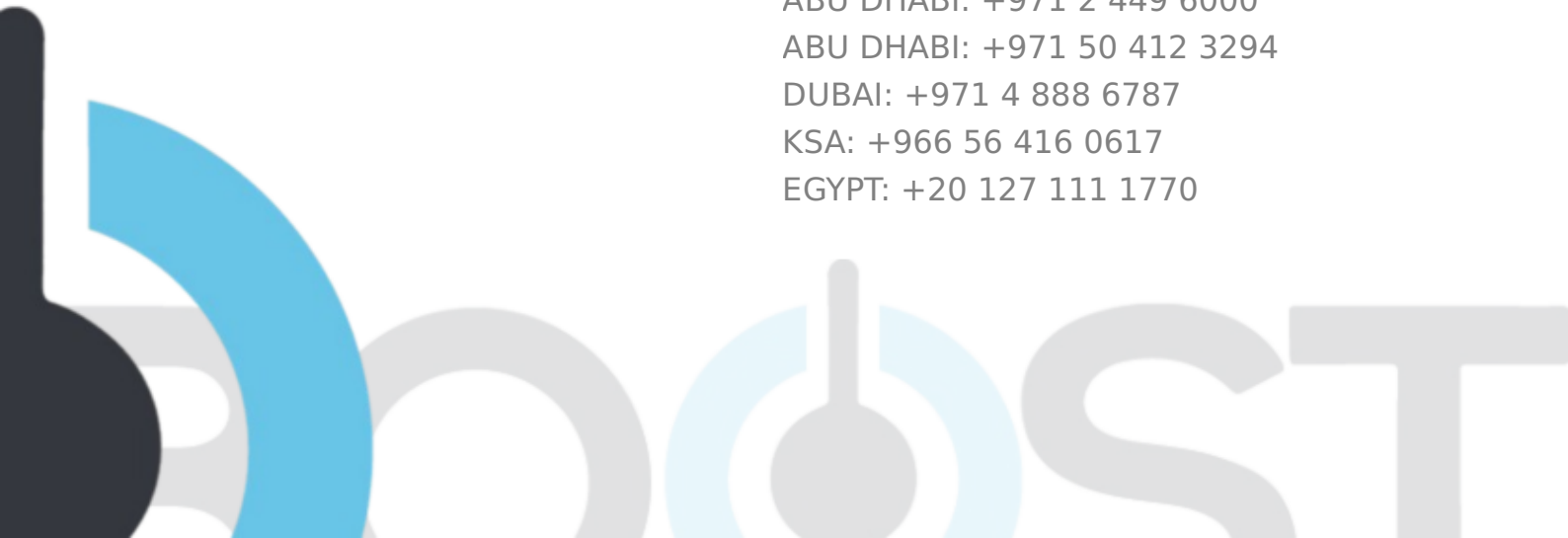
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Strategic Administrative Excellence

Course Introduction

Administrative functions have evolved far beyond providing operational support and coordinating daily activities. In today's dynamic business environment, administrative professionals are expected to contribute strategically by improving organizational efficiency, supporting executive decision-making, optimizing business processes, and driving operational excellence. Modern organizations increasingly rely on highly skilled administrators who can integrate people, processes, technology, and information to enhance productivity and deliver measurable business value.

BOOST Consulting & Training has developed the Strategic Administrative Excellence program to prepare administrative professionals for this evolving role by equipping them with advanced administrative leadership capabilities, process optimization techniques, strategic planning skills, digital workplace practices, and performance improvement methodologies. The program enables participants to transform administrative functions into strategic business partners that support organizational agility, operational effectiveness, and long-term institutional success through internationally recognized best practices.



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Strategic Administrative Excellence

Target Audience

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

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Learning Objectives

- ✓ Develop a strategic approach to modern administration.
- ✓ Improve administrative processes and operational efficiency.
- ✓ Support executive decision-making through effective administration.
- ✓ Apply best practices in office and business operations.
- ✓ Integrate digital tools into administrative workflows.
- ✓ Measure and continuously improve administrative performance.
- ✓ Develop an administrative excellence roadmap for their organizations.

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Strategic Administrative Excellence

Course Outline

✓ Day 01

Foundations of Strategic Administration

The Evolution of Administrative Excellence

- ✓ The changing role of modern administration
- ✓ Administration as a strategic business function
- ✓ Characteristics of high-performing administrative organizations

Building Administrative Value

- ✓ Aligning administration with business objectives
- ✓ Creating value through administrative services
- ✓ Supporting organizational performance

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Course Outline

✓ Day 02

Designing High-Performance Administrative Operations

Administrative Process Design

- ✓ Mapping administrative workflows
- ✓ Eliminating operational inefficiencies
- ✓ Standardizing administrative practices

Resource & Office Optimization

- ✓ Managing administrative resources effectively
- ✓ Optimizing office operations
- ✓ Improving service delivery quality

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Course Outline

✓ Day 03

Administrative Execution & Digital Operations

Managing Daily Administrative Performance

- ✓ Coordinating operational activities
- ✓ Managing priorities and workflow
- ✓ Supporting executive operations

Digital Administration

- ✓ Digital workplace solutions
- ✓ Electronic document management
- ✓ Smart administrative technologies

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Course Outline

✓ Day 04

Performance Measurement & Continuous Improvement

Measuring Administrative Effectiveness

- ✓ Administrative KPIs
- ✓ Performance monitoring techniques
- ✓ Service quality evaluation

Continuous Administrative Improvement

- ✓ Identifying improvement opportunities
- ✓ Solving operational challenges
- ✓ Building a culture of administrative excellence

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Course Outline

✓ Day 05

Strategic Administration for the Future

Administrative Governance

- ✓ Administrative policies and accountability
- ✓ Risk awareness in administration
- ✓ Governance principles for administrative functions

Building the Administrative Excellence Roadmap

- ✓ Developing a strategic improvement plan
- ✓ Future-ready administrative capabilities
- ✓ Sustaining long-term administrative excellence

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Strategic Administrative Excellence

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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