

€ TRAINING

Administrative Creativity in Organizing and
Planning





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Introduction:

This training program is designed to empower participants with innovative techniques for effective organizational and planning skills. Through this program, participants are equipped with the tools and strategies to approach administrative duties with ingenuity and efficiency.

Program Objectives:

At the end of this program, participants will be able to:

- Assume ownership of personal and professional development for enhanced growth and fulfillment.
- Cultivate trusting relationships through effective communication and honesty.
- Harness creativity to access and utilize a wide range of resources.
- Foster emotional resilience to tackle daily challenges with efficacy.
- Embrace responsibility for personal success and productivity through efficient work strategies.
- Resolve conflicts constructively using negotiation skills and promote teamwork within the organization.

Targeted Audience:

- Office Managers.
- Coordinators.
- Supervisors.
- Team Leaders.
- Senior Secretaries.
- Project Managers.
- New leaders.

Program Outlines:

Unit 1:

Taking Charge of Your Career: The Journey Begins!:

- Build your professional reputation and credibility? Develop your unique value proposition and "brand".
- Add value to your organization by providing the results all employers seek.
- Learning to learn: strategies for lifelong learning and development.
- Finding coaches and mentors, and building your professional network.
- Avoid the career killers - people, places, and things.
- Uncover and tap all the resources available for your career development.
- Commit to becoming a high performer and reap the rewards of excellence.

Unit 2:

Building Winning Relationships: Trust and Collaboration:

- Experience the consequences of win-lose and win-win strategies.
- Learn how to achieve win-win relationships.
- Understand what is meant by TRUST.
- Know the difference between responsibility for and responsibility to another.
- Learn a credo for your relationships.
- Understand what you do that weakens others when you intend to help.
- Learn the valuing process as a skill to strengthen others.
- Employ RAM Relationship Asset Management strategies.

Unit 3:

Communication Skills for Today's Professional: Your Message Power:

- Why becoming a great communicator will empower you and boost your career?
- Master the basics of face-to-face communication.
- Learn to understand and improve your skill in listening.
- The four styles of communication and how to employ them.
- Make skillful presentations to one or many.
- Learn to exchange helpful feedback.

- The principles of positive Influence and persuasion.

Unit 4:

Creative Thinking and You: Key to Working Smart:

- Opening your mind to clear and inspired thinking.
- Developing a whole-picture perspective, The II & T thinking steps.
- Combining reasoning, emotion, and inspiration.
- How to generate alternative ideas, Tapping into your inner wisdom.
- Evaluating alternatives on their merits.
- The "Six Lens" approach for whole-brain optimization.

Unit 5:

Emotional Resilience: Handling Life's Challenges:

- Learn how you respond to challenging or upsetting events key moments.
- Explore and understand the patterns in your responses to key moments.
- Learn the process for exploring the consequences of your behavior.
- Learn to choose positive behaviors and feelings during your key moments.