

# € TRAINING

Complete Skills for Administrative  
Coordination and Follow-up



# Complete Skills for Administrative Coordination and Follow-up

## Introduction

Administrative coordination is defined as that process responsible for securing communication between the functional levels in the organizational structure vertically and helping to integrate the functional centers horizontally in order to achieve the goals set for the administrative organization in a positive association with the external environment, and through rapid changes in the world and the emergence of the phenomenon of so-called globalization and the unity of competition that it generated. The GATT agreement had to be the class of managers in Arab organizations to prepare themselves for this change through administrative creativity in planning, organizing and coordinating so that they are able to bring about and find it, and have the skills to deal with the variables of this era for high achievement and outstanding performance.

## Course Objectives

At the end of this course the participants will be able to:

- Developing skills in the field of administrative coordination at various administrative levels, after conducting studies and research on the actual training needs of a number of departments.
- Developing and raising the efficiency of coordination and follow-up between the various departments of the organization in the government sector, energy companies and various private sector companies, in a way that helps to perform job tasks efficiently and effectively and create horizontal and vertical harmony.
- Improving the level of job performance at the level of the administrative body.
- Identify the types of behavioral skills that contribute to the development of coordination and administrative follow-up.
- Acquisition of time use skills in administrative performance.

## Targeted Audience

- Administrative coordinators.
- Administrative Assistants
- Workers in the field of administrative services and coordination.
- Anyone who finds himself in need of this course and wants to develop his skills and experience.

## Course Outline

### Unit 1:

- The tasks and functions required for the success of coordination and administrative follow-up.
- The importance of coordination and follow-up of the work in the institution and advanced and modern bodies.
- Elements and systems of administrative coordination and follow-up in the institution and measures of the effectiveness of administrative coordination and follow-up between departments.
- The role of coordination and administrative follow-up between departments in modern administration.
- The development of administrative coordination in accordance with the requirements of globalization and information technology.
- Examples and practical cases of the interdepartmental coordination and follow-up process in successful global companies.

## Unit 2:

- Artistic skills.
- Business planning and scheduling skills required.
- Work organization and follow-up skills.
- What are the effective follow-up methods?
- Skills of using time in administrative performance.
- Behavioral and mental skills.

## Unit 3:

- Types of behavioral skills that contribute to the development of coordination and administrative follow-up:
- Teamwork skills to achieve a high degree of group cohesion.
- Communication skills, building bridges with others, dialogue and persuasion skills in presentation.
- Creative thinking, creativity and innovation skills to solve coordination problems in an innovative way.
- Driving skills.
- Decision making skills.

## Unit 4:

- Discord removal skills.
- Crisis management skills.
- Change management skills.
- Notes and reports and their role in the process of coordination and administrative follow-up.
- The types of memos required and the scientific basis for writing that help in coordination and follow-up between departments.

## Unit 5:

- Drafting skill in administrative writing.
- Types of management reports and the basis for writing them.
- Common errors in the drafting of reports that disrupt the coordination and follow-up process.
- Correspondence drafting skills in terms of formality and objectivity.
- Examples and practical cases of using drafting and writing skills for effective memos and reports.