

€ TRAINING

Administration and Program Management





Administration and Program Management

Introduction:

This five-day training course will provide participants with the knowledge and skills necessary to be effective administrators and program managers. The course will cover a wide range of topics, including The role of the administrator and program manager, Planning, organizing, and controlling, Program management, Project management, Leadership and team building

The course will be delivered through a combination of lectures, discussions, case studies, and exercises. Participants will have the opportunity to practice their skills in a simulated work environment.

Course Objectives:

- Define the role of the administrator and program manager
- Apply the principles of planning, organizing, and controlling
- Manage an office efficiently and effectively
- Communicate effectively with a variety of stakeholders
- Manage finances effectively
- Develop and implement successful programs
- Manage projects effectively
- Lead and build effective teams

Targeted Audience:

This course is designed for:

- New and experienced administrators
- Program managers
- Team leaders
- Office managers
- Anyone who wants to learn more about administration and program management

Course Outline:

Unit 1:

- Introduction to administration and program management
- The role of the administrator and program manager

- Planning and organizing
- Communication and interpersonal skills

Unit 2:

- Office organization and management
- Financial management
- Program management
- Project management

Unit 3:

- Case studies of successful and unsuccessful administration and program management practices
- Simulation exercise to practice the skills learned in the course
- Office organization and management
- Communication, and interpersonal skills
- Financial management,

Unit 4:

- Leadership and team building
- Problem-solving and decision-making
- Change management
- Conflict resolution

Unit 5:

- Leadership and team building
- Manages procurement solicitations and selection.
- Ability to manage multiple projects or estimates.
- Ability to analyze and document project failures and successes.
- Ability to lead meetings effectively.

