

HDTC Training Center Provide

Technical proposal of the Training program Excellence and Innovation in Executive Office Management and Administrative Leadership



Introduction

In today's rapidly evolving work environments, executive offices have assumed a pivotal role that extends beyond traditional administrative functions. They have become active partners in supporting senior leadership, organizing priorities, enhancing communication and coordination efficiency, and contributing to improved decision-making and overall institutional performance.

The **“Excellence and Innovation in Executive Office Management and Administrative Leadership”** program is designed to develop the professional and leadership capabilities of executive and administrative office personnel. It equips participants with modern best practices in managing business activities, information, meetings, and priorities, while leveraging innovative thinking and digital tools to enhance operational efficiency.

The program also focuses on developing administrative leadership skills, effective communication, managing challenging situations, and fostering a work environment characterized by agility, initiative, and professionalism. This strengthens the role of executive offices in supporting senior leadership and contributing to institutional excellence.

Program Objectives:

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

- Understand modern concepts of excellence and innovation in executive office management.
- Develop the leadership and administrative skills required to support senior executives efficiently and professionally.
- Apply best practices in organizing and managing executive tasks and priorities.
- Enhance effective communication and coordination skills with senior leadership, departments, and stakeholders.
- Develop skills in managing executive meetings, preparing agendas, and following up on decisions and assigned actions.

- Improve time and priority management while effectively handling work pressure and multiple tasks.
- Enhance the professional management of executive information and documents while maintaining confidentiality.
- Apply innovative thinking to improve administrative processes and working methods.
- Utilize modern technologies and digital tools to enhance the productivity and efficiency of executive offices.
- Develop problem-solving and decision-making skills for handling complex administrative situations.
- Build effective administrative practices that contribute to institutional excellence and sustainable high-quality performance.
- Program Outline

Program Outlines:

Day One: Excellence in Executive Office Management and Administrative Leadership

- Modern concepts and trends in executive office management.
- The evolving role of executive offices: from administrative support to strategic partnership.
- Modern roles and responsibilities of executive office managers and personnel.
- Standards of excellence and efficiency in administrative and executive performance.
- The concept of administrative leadership and its impact on performance quality.
- Administrative leadership styles and selecting the appropriate approach for different situations.
- Emotional intelligence and building professional influence and credibility.
- The role of executive offices in supporting senior leadership and achieving institutional objectives.

Day Two: Time and Priority Management and Executive Work Organization

- Effective planning and organization of executive tasks and activities.
- Identifying and prioritizing tasks based on importance and urgency.
- Managing senior executives' calendars, appointments, and commitments.
- Time management techniques and productivity enhancement.
- Managing multiple tasks and simultaneous requirements.
- Handling work pressure and urgent situations.
- Organizing workflows and assigning and monitoring tasks.
- Streamlining procedures and improving administrative process efficiency.

Day Three: Executive Meeting Management, Communication, and Coordination

- Professional planning and preparation for executive meetings.
- Preparing agendas, files, and supporting documentation for meetings.
- Efficient organization and management of meetings and committees.
- Preparing meeting minutes and drafting decisions and recommendations.
- Following up on decisions and assigned actions and measuring progress.
- Effective administrative and executive communication skills.
- Professional interaction with senior leadership and stakeholders.
- Coordination, negotiation, persuasion, and influencing skills.
- Professional management of sensitive and challenging situations.

Day Four: Information and Document Management and Decision-Making Support

- Modern management of executive information and documents.
- Organizing, classifying, storing, and retrieving files and information.
- Professional management of official correspondence and communications.
- Confidentiality, privacy, and information security in executive offices.
- Preparing reports and executive summaries for senior leadership.
- Transforming data and information into clear, decision-supporting summaries.
- Problem-solving and administrative situation analysis skills.

- Providing senior leadership with the right information at the right time.
- Managing information flow between executive offices and various departments.

Day Five: Innovation and Digital Transformation in Executive Offices

- The concept of administrative innovation and its role in achieving excellence.
- Creative thinking in addressing administrative problems and challenges.
- Redesigning and streamlining executive work processes.
- Building a culture of initiative and continuous improvement.
- Digital transformation and the concept of the smart executive office.
- Utilizing digital applications and platforms to organize and manage work.
- Intelligent automation of routine tasks and administrative procedures.
- Leveraging Artificial Intelligence (AI) tools in administrative and executive functions.
- Performance indicators for measuring executive office efficiency and effectiveness.
- Developing an improvement plan to enhance performance and foster innovation in the workplace.

Target Audience:

- Executive Office Managers and managers of senior leadership offices.
- Managers and specialists in administrative departments and offices.
- Executive and Administrative Assistants.
- Staff working in the offices of chairpersons, chief executives, and senior leaders.
- Department Heads and Administrative Supervisors.
- Coordinators and staff responsible for following up on executive committees and meetings.
- Employees nominated to assume administrative, supervisory, or leadership responsibilities.

Training methods:

- ✓ Technology-based learning.
- ✓ Simulation in Training.
- ✓ On-the-job guidance.
- ✓ Trainer-Led Training.
- ✓ Work Teams and Roles.
- ✓ Films and Videos.
- ✓ Case Studies and Workshops.