

## **Administration Management**

**Duration: 08 Hours**

**Target Audience:**

**Employees Working across all levels**

### **1: Introduction to Administration Management**

- Understanding the Role of Administration
- Importance of Effective Administration Management
- Key Responsibilities of an Administration Manager

### **2: Organizational Structure and Administration**

- Exploring Organizational Structures
- The Role of Administration in Organizational Hierarchy
- Aligning Administrative Functions with Organizational Goals

### **3: Administrative Processes and Procedures**

- Establishing Standard Operating Procedures (SOPs)
- Documenting Administrative Processes
- Continuous Improvement in Administrative Processes

### **4: Time and Task Management**

- Time Management Techniques for Administration Professionals
- Prioritizing Tasks and Responsibilities
- Dealing with Procrastination and Time Wasters

### **5: Crisis and Risk Management**

- Identifying Potential Risks in Administration
- Crisis Preparedness and Response
- Business Continuity and Disaster Recovery Planning

### **6: Ethics and Compliance in Administration**

- Ethical Considerations in Administration
- Compliance with Legal and Regulatory Requirements
- Whistleblower Policies and Ethical Reporting

### **7: Leadership and Team Management**

- Leadership Styles and Skills in Administration
- Building and Leading Administrative Teams
- Motivating and Managing Performance

### **8: Strategic Planning and Administration**

- Integrating Administration into Strategic Planning
- Aligning Administrative Goals with Organizational Objectives
- Measuring and Evaluating Administrative Performance

### **9: Professional Development for Administration**

- Career Development Paths in Administration
- Continuous Learning and Skill Enhancement

**- Networking and Professional Associations**

**10: Case Studies and Practical Exercises**

- Analyzing Real-World Administration Challenges**
- Hands-On Exercises in Administration Management**
- Applying Concepts and Techniques to Case Studies**