

## IMPROVING ADMINISTRATIVE EFFICIENCY

*“Optimizing Administrative Operations for Enhanced Productivity”*

### Schedule

Date	Venue	Fees (Face-to-Face)
21 - 23 Jul 2026	Manama, Bahrain	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

The Improving Administrative Efficiency course is designed to enhance the skills and knowledge of administrative professionals in optimizing their workflows, reducing redundancy, and boosting overall productivity. This program covers strategies for improving time management, communication, organizational structure, and technology integration to ensure seamless administrative operations.

Over the course of three days, participants will learn how to identify inefficiencies in administrative tasks, implement effective strategies for streamlining operations, and utilize modern tools and technology to boost efficiency. This course is ideal for administrative managers, office staff, and anyone responsible for administrative functions in an organization.

### Objectives

By the end of this course, participants will be able to:

- Recognize inefficiencies in administrative workflows and understand the impact on productivity
- Develop strategies to streamline administrative processes and reduce redundant tasks
- Implement time management techniques to prioritize tasks effectively
- Utilize digital tools and technology for efficient office management
- Enhance communication within administrative teams and across departments
- Build a culture of continuous improvement within the administrative function

## Why Attend

- **Boost Efficiency:** Learn actionable strategies to improve the efficiency of administrative tasks and reduce unnecessary workloads.
- **Master Time Management:** Discover techniques to manage time better and prioritize effectively, making your workday more productive.
- **Leverage Technology:** Understand how to use digital tools to automate and simplify administrative processes.
- **Improve Organizational Structures:** Learn how to create more efficient and streamlined organizational systems for better productivity.
- **Enhance Communication:** Strengthen your ability to communicate effectively with internal teams and external stakeholders.
- **Continuous Improvement:** Develop a mindset of continuous improvement to keep refining administrative processes for greater efficiency.

## Target Audience

This program is designed for:

- Administrative managers and staff
- Office managers and support teams
- Executive assistants
- Office coordinators and secretaries
- Human resources and operations staff
- Individuals looking to enhance their skills in administrative efficiency

## Individual Benefits

Key competencies that will be developed include:

- Mastering the principles of administrative efficiency
- Developing effective time management and task prioritization skills
- Learning to use technology to optimize office functions
- Streamlining communication within teams and across departments
- Creating organized and effective administrative structures

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased productivity in administrative tasks
- Enhanced ability to manage time and resources efficiently
- Reduced operational costs through improved workflow management
- Better communication and collaboration within administrative teams
- A more streamlined and structured office environment
- An ability to identify and eliminate inefficiencies that hinder office performance

## Instructional Methodology

The course follows a practical and interactive learning approach:

- Lectures & Presentations - Overview of administrative efficiency principles, tools, and strategies
- Case Studies & Real-Life Examples - Practical examples to illustrate the application of theories in the workplace
- Interactive Workshops - Hands-on exercises that allow participants to work on their current administrative challenges
- Group Discussions - Sharing experiences and insights from other participants for collaborative learning
- Technology Demonstrations - Introduction to digital tools and software for improving administrative tasks

## Course Outline

Detailed 3-Day Course Outline

**Training Hours:** 8:30 AM – 4:30 PM **Daily Format:** 2–3 Learning Modules | Coffee breaks: 10:00 & 12:30 | Lunch Buffet: 1:30 – 2:30

### Day 1: Understanding Administrative Efficiency and Time Management

- Module 1: Introduction to Administrative Efficiency (08:30 – 10:00)
- Key principles and goals of administrative efficiency
- The importance of streamlining processes for higher productivity
- Identifying common inefficiencies in administrative tasks
- Module 2: Time Management and Prioritization (10:15 – 12:00)
- Techniques for managing time effectively (Eisenhower Matrix, Pomodoro Technique)
- Prioritizing tasks based on urgency and importance
- Overcoming procrastination and handling distractions
- Module 3: Workshop: Analyzing Your Current Workflows (12:30 – 02:30)
- Participants will analyze their current workflows
- Identifying areas where time is wasted and inefficiencies occur
- Mapping out more efficient workflows

### Day 2: Communication, Organization, and Technology in Administration

- Module 4: Effective Communication Strategies (08:30 – 10:00)
- Improving communication within administrative teams
- Streamlining communication between departments and management
- Using collaborative tools for more effective communication
- Module 5: Organizational Structure and Systems (10:15 – 12:00)
- Building and maintaining organized administrative systems
- Optimizing filing, scheduling, and documentation processes
- Streamlining meetings, report generation, and documentation management
- Module 6: Technology Tools for Improved Administration (12:30 – 02:30)
- Introduction to software and tools for managing tasks and improving efficiency (e.g., project management software, communication tools)
- Automating administrative processes and tasks with digital tools
- Using data management systems to track tasks and progress

### Day 3: Continuous Improvement and Implementation

- Module 7: Continuous Improvement in Administrative Functions (08:30 – 10:00)
- Adopting a continuous improvement mindset within the administration team
- Regular reviews of administrative processes and performance
- Developing a culture of feedback and process refinement
- Module 8: Creating an Action Plan for Improvement (10:15 – 12:00)
- Identifying specific areas for improvement within your own organization
- Setting goals for administrative efficiency
- Crafting a strategy for implementation and measuring success
- Module 9: Workshop: Action Plan Creation (12:30 – 02:30)
- Participants will develop an actionable plan to improve their administrative practices
- Setting objectives for continuous efficiency and monitoring progress
- Group presentations of plans and feedback

### Certification

Participants will receive a Certificate of Completion in Improving Administrative Efficiency, validating their enhanced skills in managing and optimizing administrative operations.

### Why Choose MAWA Events

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