MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

MANAGEMENT SKILLS FOR ADMINISTRATIVE PROFESSIONALS

"Empower Yourself to Manage, Lead, and Excel."

Schedule

Venue (In-house)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Administrative professionals today play a crucial role in supporting organizational success. The Management Skills for Administrative Professionals course equips participants with the leadership, communication, and organizational skills needed to manage responsibilities efficiently and handle challenges with confidence.

Through interactive learning and real-world applications, participants will develop essential management competencies that enhance productivity, improve teamwork, and build stronger professional relationships.

Objectives

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

- Understand the key management principles relevant to administrative roles.
- Plan, organize, and prioritize tasks effectively.
- Communicate confidently with managers, teams, and clients.
- Develop leadership and problem-solving skills.
- Manage time, stress, and multiple priorities effectively.
- Build strong professional relationships through interpersonal excellence.
- Contribute to team and organizational goals with a proactive mindset.

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Why Attend

This course helps administrative professionals transition from support roles to strategic contributors. It builds essential management capabilities that increase professional effectiveness and prepare individuals for higher responsibilities.

Target Audience

- Executive and Administrative Assistants
- Office Managers and Coordinators
- Secretaries and Personal Assistants
- Team Support Staff
- Anyone aspiring to advance their administrative career

Individual Benefits

- Strengthen management and leadership potential.
- Improve confidence in decision-making and communication.
- Enhance time management and organizational skills.
- Learn techniques to handle pressure and multitasking.
- Build professional credibility and influence.

Organizational Benefits

- Increase overall team efficiency and coordination.
- Develop proactive and confident administrative professionals.
- Strengthen communication and collaboration within teams.
- Reduce workflow delays and improve task management.
- Build a culture of accountability and professionalism.

Instructional Methodology

- Interactive workshops and practical exercises
- Role plays and real-life simulations
- Group discussions and case studies
- Self-assessment and peer feedback
- Action planning for on-the-job application

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Course Outline

Module 1: The Evolving Role of the Administrative Professional

Module 2: Core Management and Leadership Principles

Module 3: Effective Communication and Interpersonal Skills

Module 4: Time, Task, and Priority Management

Module 5: Problem Solving and Decision Making

Module 6: Building Confidence and Assertiveness

Module 7: Managing Stress and Workplace Challenges

Module 8: Enhancing Teamwork and Collaboration

Module 9: Professional Image and Business Etiquette

Module 10: Action Planning for Continued Professional Growth

Certification

Participants who successfully complete the course will receive a Certificate of Achievement in Management Skills for Administrative Professionals, recognizing their ability to manage, lead, and perform effectively in dynamic office environments.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

Follow us: **Facebook** **Twitter** **YouTube** **LinkedIn** **Instagram**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.