



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Coordination and Follow Up Skills

Code	City	Hotel	Start	End	Price	Language - Hours
MT-835	Zurich (Switzerland)	Hotel Meeting Room	2027-02-15	2027-02-19	5450 €	En - 25

Course Introduction

Coordination and administrative follow-up are key objectives of any management system. The practice of administrative functions ensures effective coordination, and when communication is well-established, the goals of any organization—regardless of its nature—are achieved.

This course is specifically designed for professionals working in coordination and administrative follow-up departments at various managerial levels. It is based on thorough studies and research on the actual training needs of multiple administrative units.

The program aims to enhance and elevate the efficiency of coordination and follow-up between various departments within organizations, including those in the public sector, energy companies, and private enterprises. By fostering horizontal and vertical harmony, the course helps improve job performance across administrative entities. Moreover, it aims to develop coordination and follow-up skills, enabling seamless collaboration across different departments in government institutions. This ultimately leads to better execution of tasks, improved organizational performance, and achieving institutional objectives effectively.

General Objective of the Training Course

The primary goal of the training course is to enhance and develop participants' skills in administrative coordination and follow-up, thereby improving the efficiency of business performance and fostering harmony within organizations and companies.



Course Objectives

- Develop technical skills in coordination and follow-up to improve task performance.
- Acquire behavioral skills to interact effectively with others.
- Cultivate problem-solving abilities to address various challenges at work.
- Learn how to plan and schedule tasks more effectively.
- Gain expertise in organizing and executing tasks using scientific approaches.
- Master the art of writing high-quality memos and reports with advanced skills.

Target Audience

The course is designed for professionals working in coordination and administrative follow-up departments in organizations and companies at various managerial levels. It caters to those who aim to enhance and develop their coordination and follow-up skills to improve work performance and achieve institutional goals efficiently.

Outline

Key Tasks and Functions for Successful Coordination and Follow-Up

- Essential tasks and functions required for effective administrative coordination and follow-up.
- Importance of coordination and follow-up in modern and advanced organizations.
- Elements and systems of administrative coordination and follow-up in organizations and their effectiveness metrics.
- Role of administrative coordination and follow-up in modern management.
- Evolution of administrative coordination in line with globalization and information technology.
- Practical examples and case studies of successful coordination and follow-up practices in global companies.



Creative Personality and Motivation

- Characteristics and standards of a creative personality.
- Motivation and its relationship with innovation and renewal.
- Self-awareness and improving thinking styles.
- Techniques for transforming strategic ideas into actionable plans.

Technical Skills

- Planning and scheduling required tasks.
- Organizing and monitoring work effectively.
- Methods for effective follow-up.
- Time management skills in administrative performance.
- Managing time and meetings efficiently.

Behavioral and Cognitive Skills

- Teamwork skills to foster group cohesion.
- Communication skills for building bridges, dialogue, and persuasion.
- Creative and innovative thinking to solve coordination challenges.
- Leadership skills.
- Decision-making skills.
- Conflict resolution skills.
- Crisis management skills.
- Change management skills.
- Self-management and leading others.
- Stress and workplace conflict management skills.
- Navigating organizational dynamics effectively.



The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

Program Timings:

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

The program includes:

- A daily Coffee Break provided during the sessions to ensure participants comfort.