



## Management Training Courses

### Course: The Office Department Coordinator

Code	City	hotel	Start	End	Hours	price
692	Budapest (Hungary)	Hotel Meeting Room	2026-03-16	2026-03-20	25	4950 €

## PROGRAMME OUTLINE

### DAY 1 - Managing the Workload/ Managing Pressure and Stress

- Programme introduction and the co-ordinator's role
- Streamlining systems and cutting out unnecessary work
- Making the best use of resources
- Planning and priority setting
- Managing requests and conflicting priorities
- Helping others manage their time
- Understanding work-based stress and pressure
- 'Stress-busting' strategies

### DAY 2 - Managing Working Relationships and Effective Communication

- Networking and influencing skills - getting co-operation from others
- Managing relationships with the boss
- Taking a briefing and briefing others (task delegation and co-ordination)
- Principles of effective communication
- Getting the best out of e-mail communication
- Assertiveness
- Dealing with conflict and difficult relationships



## **DAY 3 - Organising Effective Meetings / Managing & Presenting**

### **Information**

- What makes an effective meeting?
- Developing agendas
- Co-ordinating participants' availability and providing advanced information
- Organising venues - location, layout, equipment and catering
- Organising remote meetings (e.g. teleconferencing)
- Making notes and drafting minutes
- Meeting support - designing effective and attractive PowerPoint slides
- Principles of information management
- Digesting data and making it meaningful
- Presenting graphs and tables
- Principles of report writing - editing and enhancing others' reports

## **DAY 4 - Managing & Monitoring Budgets and Projects / Getting the Best from Office Technology**

- What goes wrong with projects?
- CPA and principles of project planning/scheduling
- Using project planning software
- Budget management - allocating expenditure to budget headings
- Monitoring actual expenditure against budget - variance analysis
- Managing the office environment
- Getting the best from office technology
- Developing paperless systems
- Developing and using relational data-bases

## **DAY 5 - Developing Your Own Performance/ Getting the Best from Your Appraisal**



- Taking a proactive approach to problem solving and continuous improvement
- Identifying blockages to enhanced performance
- Identifying skills and knowledge needs and how to meet them
- Taking an active part in your own appraisal and getting the support you need
- Programme summary and action planning



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 buffet provided during the sessions to ensure participants comfort.