Special Courses · SC372

Administrative Coordination Excellence: Time Management, Communication, and Advanced Excel Skills

Kuala Lumpur · 21 - 25 Dec 2026

Date	Venue	Duration
21 - 25 Dec 2026	**Kuala Lumpur**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**SC372**	**English**

Introduction

Administrative coordinators play a vital role in ensuring the smooth flow of operations and projects across departments. Their responsibilities involve managing schedules, monitoring staff performance, following up on management communications, coordinating with finance and other divisions, and maintaining organized documentation.
This program provides participants with essential tools and techniques to improve coordination, communication, time management, and Excel proficiency—empowering them to perform their duties more efficiently and confidently.

Course Objectives of Administrative Coordination Excellence

At the end of this program participants will be qualified to:

- Apply professional administrative coordination practices to manage daily operations efficiently.
- Enhance communication and correspondence skills with managers, staff, and other departments.
- Monitor and follow up on tasks and reports effectively.
- Organize and prioritize workload using advanced time management techniques.
- Utilize Microsoft Excel for tracking, reporting, and data management.
- Support decision-making and improve operational performance through better organization and data analysis.

Course Methodology of Administrative Coordination Excellence

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyze real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organizational Impact of Administrative Coordination Excellence

- Improved administrative efficiency and timely completion of departmental tasks.
- Enhanced coordination between operations, finance, and other departments.
- Accurate reporting and better data-driven decisions through Excel tools.
- Increased accountability and productivity among employees.

Personal Impact of Administrative Coordination Excellence

- Strengthened coordination and multitasking capabilities.
- Improved time management and prioritization skills.
- Proficiency in using Excel for administrative and operational purposes.
- Enhanced communication and problem-solving abilities.
- Greater confidence in handling cross-departmental correspondence and reporting.

Target Audience of Administrative Coordination Excellence

- Administrative Coordinators
- Project Assistants and Operations Officers
- Executive Secretaries
- Office Managers
- Anyone involved in managing administrative follow-up, coordination, and reporting.

Course Outlines

DAY 1

The Role of the Administrative Coordinator in Operations and Projects

- Understanding the functions and responsibilities of an administrative coordinator
- Communication flow between departments
- Managing correspondence and official communications
- Best practices for document organization and task follow-up

Day 2

Professional Follow-Up and Coordination Skills

- Methods to monitor employee work progress
- Tracking pending tasks and follow-ups effectively
- Writing follow-up reports and communicating delays professionally
- Handling correspondence with management and finance departments

Day 3

Time Management and Task Prioritization

- Principles of effective time management
- Tools for prioritizing daily, weekly, and monthly tasks
- Setting SMART goals and performance timelines
- Managing interruptions and maintaining focus

Day 4

Advanced Excel for Administrative Coordination

- Review of essential Excel functions and shortcuts
- Using formulas for tracking and reporting
- Creating and managing data lists and tables
- Conditional formatting, data validation, and basic automation
- Generating reports and visual summaries

Day 5

Integrating Skills for Operational Excellence

- Using Excel dashboards to follow up on staff activities and project progress
- Developing and maintaining coordination schedules
- Communication and meeting management tools
- Case study: Building an administrative coordination system
- Final workshop and action plan for workplace application

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