Essential Management Skills for Administrative Officers

30 August – 3 September 2027
Tokyo (Japan)

UK Trainig
PARTNER



Essential Management Skills for Administrative Officers

Ref: 32099_156256 **Date:** 30 August – 3 September 2027 **Location:** Tokyo (Japan) **Fees:** 5900 GBP

Why This Course

Administrative officers today play a critical role in supporting organizational success. As responsibilities expand beyond routine tasks, administrative professionals are increasingly expected to lead teams, coordinate operations, manage performance, and contribute to a productive workplace culture.

To excel in these evolving roles, strong managerial capabilities—rooted in leadership, communication, and problem-solving—are essential.

The Administrative Officers Management Skills Program is a focused 1-week course designed to develop the core competencies needed to transition into effective management. Through practical frameworks, interactive activities, and real-world insights, participants will gain the confidence and skills required to lead teams, optimize performance, and navigate workplace challenges.

What You'll Learn and Practice

By completing this program, participants will be able to:

- Apply key leadership principles and recognize different management styles
- Communicate effectively and strengthen professional interpersonal relationships
- Manage team performance, address challenges, and resolve conflicts proactively
- Use time management, delegation, and decision-making tools to enhance productivity
- Understand and apply change management principles within administrative environments

The Program Flow

Day 1 - Foundations of Management

- Transitioning from administrative roles to managerial responsibilities
- Understanding management styles and when to apply them
- Developing personal leadership competencies and self-awareness
- Setting clear goals and creating actionable development plans



Day 2 - Effective Communication & Interpersonal Skills

- Enhancing verbal, written, and non-verbal communication
- Practicing active listening and delivering constructive feedback
- Conflict resolution, negotiation, and managing difficult conversations
- Building strong professional relationships across the organization

Day 3 - Team Management & Motivation

- Understanding team dynamics and stages of team development
- Strategies for building high-performing and cohesive teams
- Motivational techniques to engage and inspire team members
- Managing diverse, hybrid, and remote teams effectively

Day 4 - Performance Management & Problem-Solving

- Setting performance standards and clear expectations
- Conducting meaningful performance evaluations and coaching sessions
- Addressing underperformance with fairness and professionalism
- Structured problem-solving and confident decision-making

Day 5 - Time Management & Organizational Skills

- Practical prioritization and time optimization techniques
- Delegation frameworks to distribute tasks effectively
- Managing projects, deadlines, and administrative workflows
- Adapting to organizational change and supporting transition efforts

Practical Wins for Participants

Participants will complete the program able to:

- Lead and motivate administrative teams with greater clarity and confidence
- Communicate effectively with colleagues, managers, and stakeholders
- Apply practical tools to manage time, workload, and delegation more efficiently
- Resolve workplace conflicts and enhance overall team performance

Organizational Impact

Organizations benefit through:

- More capable and confident administrative leaders
- Improved team performance and smoother operational workflows
- Enhanced communication and collaboration across departments
- Stronger change readiness and employee engagement



Training Methodology

This program incorporates:

- Real-world case studies from administrative and corporate environments
- Interactive discussions, group exercises, and role-play scenarios
- Leadership assessments and practical toolkits for daily use
- Expert facilitation with actionable, hands-on guidance

Beyond the Course

Participants return equipped to:

- Take on greater managerial responsibilities with competence and professionalism
- Support organizational objectives through improved team leadership
- Create a more organized, efficient, and positive workplace environment
- Confidently handle challenges and drive administrative excellence

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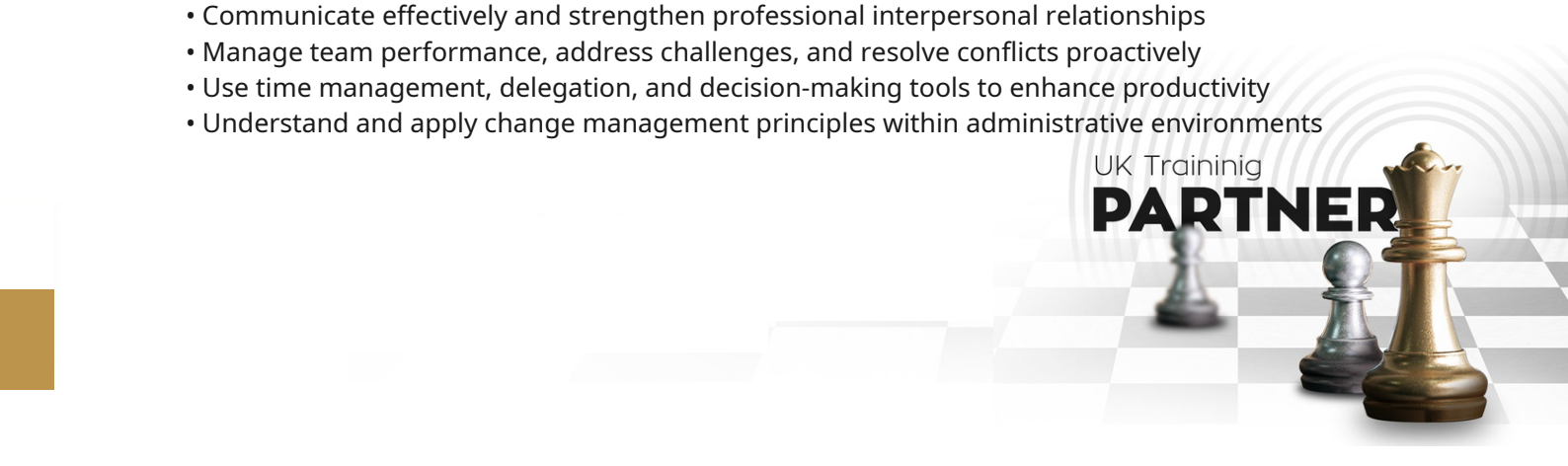
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