



Asia Masters Center

ADMINISTRATIVE CREATIVITY IN PLANNING, ORGANIZATION AND COORDINATION



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➔ Course Objective

By the end of the program, participants will be able to:

- To provide participants with the necessary skills, knowledge and tools needed for performing their administrative duties more effectively.
- To enable participants apply their management skills in real work situations.
- To develop participants' skills in: planning, follow-up and implementation stages.
- To developed participants' skills in the management and follow-up of work duties and responsibilities.
- To improve participants' skills in effective communication.
- To develop participants' skills in problem solving and decision making.

➔ Target Audience

- This course will mainly benefit to purchasing managers, senior buyers, project managers, civil engineers, construction managers, contractors, sub-contractors, site engineers, senior management, and government agencies, architects, construction professionals, and anyone responsible for purchasing at a senior level who seeks to enhance their skills further.



Course Outline

- Planning and its importance in business administration.
- Effective planning skills
- Quantitative Methods for Planning and Follow-up
- Innovation and skills in the organization and follow-up of work
- Time Management Skills
- Teamwork skills
- Effective communication skills
- Innovation and skills in solving coordination problems in innovative ways

➤ The Feature Of Asia Master Training And Development Center

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)
5500 \$
<u>The details of the bank account</u>
Bank name: CIMB Bank Berhad Account name: Asia Masters Center SDN. BHD Bank account number: 80-0733590-5 Swift code: CIBBMYKL IBAN: Null