



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 09 November 2025 To 13 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course titled "Administrative Project Support Techniques" is designed to equip participants with essential skills for effective administrative support in project settings. It focuses on enhancing organizational, communication, and technical skills necessary for supporting and managing projects efficiently.

## Objectives

- Understand the role of administrative support in project management.
- Enhance skills in communication, scheduling, and documentation.
- Improve time management and organization in a project setting.
- Utilize software tools for effective project support.
- Manage project risks and problems from an administrative perspective.

## Course Outlines

### Day 1: Introduction to Administrative Project Support

- Role and responsibilities of administrative support in projects
- Understanding project life cycles and methodologies
- Identifying key stakeholders and communication channels
- Importance of documentation and record-keeping
- Setting objectives and expectations in administrative roles

### Day 2: Communication and Collaboration

- Effective email and report writing skills
- Meeting preparation and facilitation techniques
- Managing project-related inquiries and communications
- Collaboration tools and platforms for team support
- Building relationships with stakeholders

### Day 3: Time and Resource Management

- Prioritizing tasks and managing workloads
- Scheduling and calendar management
- Resource allocation and tracking
- Time-saving techniques and automation tools
- Delegation skills and managing external support

### Day 4: Technology and Tools for Project Support

- Introduction to project management software
- Using spreadsheets and databases for data management
- Leveraging cloud-based tools for document sharing
- Best practices for digital organization
- Troubleshooting common technical issues

## **Day 5: Problem-Solving and Risk Management**

- Identifying and managing project risks
- Strategies for problem-solving within projects
- Conflict resolution and negotiation skills
- Monitoring project progress and adjusting plans
- Continuous improvement and feedback incorporation