



*Training Course:  
Evaluation of Administrative Performance  
Efficiency*

*1 - 5 June 2025*

*Dubai (UAE)*

*Residence Inn by Marriott Sheikh Zayed Road, Dubai*

## Training Course: Evaluation of Administrative Performance Efficiency

Training Course code: MA235765 From: 1 - 5 June 2025 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 4500 € Euro

### Introduction

Efficient administrative performance is a key driver of organizational success. Evaluating administrative performance ensures continuous improvement, accountability, and alignment with strategic objectives. This specialized training program, designed by Global Horizon Training Center, provides participants with the tools and methodologies to assess, analyze, and enhance administrative performance. Through practical insights, case studies, and best practices, attendees will learn how to measure efficiency, address performance gaps, and implement sustainable improvements.

### Objectives

By the end of this training, participants will be able to:

- Understand the key principles and methodologies for evaluating administrative performance.
- Develop and implement performance evaluation frameworks.
- Identify performance indicators and key metrics for administrative efficiency.
- Analyze performance data and generate actionable insights.
- Improve decision-making through structured performance assessment.
- Enhance productivity, accountability, and strategic alignment within administrative functions.

### Organizational Impact

Organizations will benefit from this program through:

- Improved efficiency and effectiveness in administrative operations.
- Better alignment of administrative functions with strategic goals.
- Data-driven decision-making for performance optimization.
- Increased accountability and transparency in performance evaluation.
- Enhanced employee engagement and professional development.

### Target Audience

This training is suitable for:

- Administrative managers and supervisors.
- HR professionals responsible for performance evaluation.
- Quality assurance and performance management officers.
- Business analysts and strategy professionals.
- Anyone involved in monitoring and improving administrative efficiency.

## Outlines

### Day 1: Foundations of Administrative Performance Evaluation

- The importance of performance evaluation in administrative functions.
- Key concepts and frameworks for performance assessment.
- Identifying critical success factors in administrative efficiency.
- Understanding different evaluation models KPIs, Balanced Scorecard, etc..

### Day 2: Performance Indicators and Measurement Tools

- Defining and selecting Key Performance Indicators KPIs.
- Data collection methods for performance assessment.
- Using technology and software for performance tracking.
- Benchmarking and comparative analysis for performance improvement.

### Day 3: Analyzing Performance Data and Identifying Gaps

- Techniques for data analysis and interpretation.
- Identifying bottlenecks and inefficiencies in administrative processes.
- Root cause analysis for performance issues.
- Case studies on effective performance evaluation.

### Day 4: Performance Improvement Strategies and Decision-Making

- Developing action plans for performance enhancement.

- Performance-based decision-making and leadership strategies.
- Employee engagement and motivation in performance improvement.
- Implementing feedback mechanisms for continuous enhancement.

#### Day 5: Best Practices, Reporting, and Future Trends

- Best practices in administrative performance evaluation.
- Creating effective performance reports and presentations.
- Leveraging AI and digital transformation in performance evaluation.
- Future trends in administrative performance management.

## Registration form on the Training Course: Evaluation of Administrative Performance Efficiency

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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