



*Training Course:
Advanced Administrative Coordination & Office
Management Excellence*

*1 - 5 June 2026
Madrid (Spain)*

Training Course: Advanced Administrative Coordination & Office Management Excellence

Training Course code: OM236440 From: 1 - 5 June 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

Introduction

This training program is designed by Global Horizon Training Center to enhance the capabilities of administrative professionals in managing complex office operations, coordinating cross-functional activities, and supporting organizational efficiency at a strategic level.

In today's dynamic business environment, administrative roles have evolved from routine support functions into critical operational and coordination hubs. This program equips participants with advanced tools, methodologies, and best practices to manage workflows, optimize resources, strengthen communication channels, and ensure seamless administrative execution aligned with organizational objectives.

Objectives

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

- Strengthen advanced administrative coordination and office management capabilities
- Enhance organizational efficiency through structured workflow management
- Apply modern tools for scheduling, reporting, and document control
- Improve financial and procurement coordination within administrative functions
- Develop professional communication and stakeholder management skills
- Manage events, travel, and logistics with high precision
- Implement performance tracking and administrative reporting systems
- Handle complex administrative challenges with strategic thinking

Course Methodology

This program adopts a highly practical and interactive approach, including:

- Real-world case studies and administrative scenarios
- Hands-on exercises in coordination and workflow planning

- Group discussions and role-playing simulations
- Practical tools and templates for office management
- Instructor-led insights based on global best practices

Organizational Impact

Organizations will benefit from:

- Improved operational efficiency and administrative accuracy
- Enhanced coordination between departments
- Better control over budgets, procurement, and documentation
- Increased productivity of administrative teams
- Stronger internal communication and reporting structures
- Reduced operational delays and administrative errors

Target Audience

This program is designed for:

- Administrative Coordinators
- Office Managers
- Executive Assistants
- Business Support Officers
- HR & Administrative Officers
- Operations and Coordination Staff
- Professionals involved in procurement, reporting, and office administration

Outline

Day 1: Advanced Administrative Coordination & Office Operations

- Evolution of administrative roles in modern organizations
- Core competencies of high-performing administrative professionals
- Structuring office operations for efficiency
- Workflow mapping and task prioritization techniques
- Managing multiple responsibilities and deadlines effectively
- Coordination across departments and functions

Day 2: Financial Coordination, Budgeting & Procurement Support

- Fundamentals of administrative financial management
- Budget tracking and expense monitoring techniques
- Handling reimbursements and financial documentation
- Procurement coordination processes and best practices
- Vendor communication and purchase order tracking
- Risk control in administrative financial operations

Day 3: Document Management & Digital Office Systems

- Advanced document control and records management systems
- Electronic Document Management Systems EDMS
- Data accuracy, compliance, and confidentiality practices
- File organization and retrieval strategies
- Using digital tools for administrative efficiency
- Reporting systems and dashboard basics

Day 4: Communication, Customer Service & Stakeholder Coordination

- Professional communication skills for administrative roles
- Managing internal and external stakeholders effectively
- Customer service excellence in administrative functions

- Handling difficult situations and conflict resolution
- Business writing: emails, reports, and official communication
- Building strong professional relationships

Day 5: Event Management, Logistics & Performance Excellence

- Planning and coordinating events and meetings
- Travel and logistics management flights, hotels, schedules
- Time management and productivity optimization
- Administrative performance measurement and KPIs
- Continuous improvement in office management
- Final case study: integrated administrative coordination scenario

Registration form on the Training Course: Advanced Administrative Coordination & Office Management Excellence

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

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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