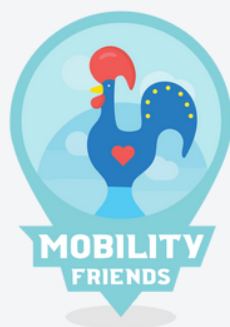


STEM AND TECHNOLOGICAL
INNOVATION

Data Science

ADMINISTRATIVE MANAGEMENT WITH INNOVATIVE TECHNOLOGIES



Your Mobility Partner

COURSE OVERVIEW

This course offers a practical introduction to modern administrative management enhanced by innovative technologies. Participants will learn how to streamline office operations, improve communication, and manage information efficiently using a range of digital tools and platforms. The course covers essential software applications, cloud-based solutions, automation techniques, and collaboration tools that support effective administrative workflows. By the end of the course, participants will be equipped to implement technology-driven strategies that increase productivity and adapt to the demands of the digital workplace.

TARGET AUDIENCE

This course is designed for administrative professionals, managers, and anyone involved in office management who wants to improve their skills by integrating innovative technologies into their daily tasks. It is suitable for individuals seeking to optimize administrative processes, enhance productivity, and adapt to the evolving digital workplace.

REQUIREMENTS

To take part in the course, participants must meet the following requirements:

- Have at least a B1 level of English (independent user);
- Complete and submit the registration form before the start of the training;
- Bring a laptop or tablet to use during the sessions;
- Commit to active participation and attend at least 80% of the course.

COURSE OBJECTIVES

The objectives of the course are:

- Understand the principles of modern administrative management.
- Identify and use innovative technologies that enhance administrative tasks.
- Utilize cloud-based tools for document management and collaboration.
- Apply automation techniques to streamline routine office processes.
- Improve communication and scheduling through digital platforms.
- Manage information securely and efficiently using technological solutions.
- Adapt to digital transformations in the workplace to increase productivity.

CONTACTS AND REGISTRATION

For registrations, additional information, or budget requests, please contact our team by email at trainingcourses@mobilityfriends.org or visit our website at www.mobilityfriends.org.

LEARNING OUTCOMES

Upon successful completion of this course, learners will be able to:

1. Navigate and utilize key administrative software and tools effectively.
2. Implement cloud storage and collaboration platforms (e.g., Google Workspace, Microsoft 365).
3. Automate routine administrative tasks using available technology solutions.
4. Manage digital calendars, meetings, and communications efficiently.
5. Organize, store, and retrieve digital documents securely.
6. Apply best practices for digital workflow and project management.
7. Respond proactively to technological changes affecting administrative functions.

METHODOLOGY

The course is structured around a rigorous methodology that combines theoretical exposition, practical work, and applied demonstrations. This approach ensures a thorough understanding of the subject matter and its direct application in real-world contexts.

Theoretical sessions provide essential foundations, while practical work and demonstrations facilitate the development of technical skills and familiarity with the specific tools and procedures relevant to the course.

Continuous monitoring through individualized feedback allows for tracking learners' progress and ensures the achievement of the set objectives, preparing participants to face professional challenges with competence and precision.

ASSESSMENT

Assessment is carried out continuously throughout the course, using a holistic and learner-centered approach that reflects both participation and performance. Each participant is evaluated based on their overall engagement, regular attendance, punctuality, interest in the topics covered, ability to apply knowledge during practical tasks, and interaction with peers in individual and group activities.

The evaluation process includes a variety of classroom-based tasks (oral and written), short daily assignments, role-plays, and simulations. Trainers provide ongoing, individualized feedback to support progress and encourage active learning.

A Certificate of Participation is awarded to participants who attend at least 80% of the sessions and demonstrate consistent involvement and commitment during the training.

DURATION

The standard duration of our course is 20 hours (5 days), designed to ensure comprehensive and effective learning. However, this duration can be adjusted, in specific cases, to meet the particular needs of each group, in order to optimize outcomes and better suit the training context.

For further details or to discuss a customized schedule, please get in touch with us.

PRICE AND FUNDING

Each quotation is personalized and depends on several factors, such as the number of participants, the number of training hours, the location of the course, and any additional services requested (accommodation, transport, meals, cultural activities, etc.).

To receive a tailored quotation for your group, please get in touch with us.

The training can be funded through programs such as Erasmus+ (KA1 – Learning Mobility), among other European support mechanisms. For more information about funding, participants should contact their sending organization or their country's National Agency directly.

LOCATION AND COURSE LANGUAGE

We have training rooms in several cities in Mainland Portugal, such as Barcelos (headquarters), Braga, Póvoa de Varzim, and Porto. We also have spaces in the islands of Madeira (Funchal) and the Azores (Ponta Delgada). Additionally, we have facilities in Valencia, Spain.

The course is delivered in English.

CERTIFICATION

A Certificate of Participation is awarded to participants who attend at least 80% of the sessions and demonstrate consistent engagement and commitment throughout the training. Upon completion of the course, a formal certification ceremony will take place, during which the certificates will be presented to the participants.

OTHER SERVICES

To enrich the training experience, Mobility Friends offers a range of additional services, subject to availability and additional cost, which can be arranged for individual participants or groups.

Services include:

- Accommodation in partner residences or hotels
- Meals (lunch and/or dinner)
- Transfers between the accommodation and the training room
- Airport transfers
- Cultural visits

All services are subject to availability and must be requested in advance. For more information and personalised quotes, please contact our team.

COURSE CONTENTS

MODULE 1: FOUNDATIONS OF MODERN ADMINISTRATIVE MANAGEMENT

- Principles and evolution of administrative management.
- Role of technology in transforming administrative functions.
- Key trends shaping modern office environments.
- Identifying opportunities for process innovation and efficiency.

MODULE 2: CORE DIGITAL TOOLS FOR ADMINISTRATION

- Comprehensive overview of Microsoft 365 and Google Workspace ecosystems.
- Advanced document management: creating, editing, and version control.
- Spreadsheet management and data analysis techniques with Excel and Google Sheets.
- Integration and interoperability between different office tools.

MODULE 3: CLOUD TECHNOLOGIES AND COLLABORATIVE PLATFORMS

- Deep dive into cloud storage solutions: OneDrive, Google Drive, Dropbox.
- Managing file sharing, access permissions, and version history.
- Leveraging communication platforms: Microsoft Teams, Slack, Google Meet.
- Enhancing team collaboration through digital platforms.

MODULE 4: AUTOMATION AND PROCESS OPTIMIZATION

- Fundamentals of automation in administrative workflows.
- Exploring tools like Power Automate, Zapier, and macros.
- Designing efficient workflows to minimize manual tasks.
- Benefits and challenges of implementing automation in administration.

*Please note that program content may be subject to change based on input from our trainers.

COURSE CONTENTS

MODULE 5: DIGITAL COMMUNICATION AND EFFECTIVE SCHEDULING

- Mastering calendar management across platforms: Outlook, Google Calendar
- Strategies for efficient virtual meetings and remote communication
- Best practices for professional email management and digital correspondence
- Coordination techniques for multi-timezone teams

MODULE 6: ADVANCED DOCUMENT AND INFORMATION GOVERNANCE

- Structuring digital filing systems for maximum efficiency
- Implementing data security protocols and compliance measures (GDPR, etc.)
- Utilizing electronic signatures and digital document workflows
- Risk management in digital information handling

MODULE 7: PROJECT AND TASK MANAGEMENT IN THE DIGITAL ERA

- Overview of modern task and project management software: Trello, Asana, Microsoft Planner
- Techniques for effective workload prioritization and resource allocation
- Monitoring progress and performance metrics in project environments
- Enhancing accountability and transparency through digital tools

MODULE 8: NAVIGATING DIGITAL TRANSFORMATION AND EMERGING TECHNOLOGIES

- Understanding the impact of AI, Robotic Process Automation (RPA), and cloud computing on administration
- Strategies for continuous professional development and adaptability
- Change management principles for technology adoption
- Future outlook: evolving roles of administrative professionals

**Please note that program content may be subject to change based on input from our trainers.*

COURSE CONTENTS

MODULE 9: ESSENTIAL SOFT SKILLS FOR THE MODERN ADMINISTRATIVE PROFESSIONAL

- Digital communication skills: clarity, professionalism, and empathy online
- Time and stress management using technology
- Building resilience and work-life balance in remote and hybrid setups
- Collaborative mindset and problem-solving in virtual teams

MODULE 10: CAPSTONE PROJECT – STRATEGIC ADMINISTRATIVE MANAGEMENT PROPOSAL

- Selecting a real or simulated company for analysis
- Assessing the current administrative processes and identifying inefficiencies
- Proposing innovative technology solutions to improve workflows
- Designing an implementation plan including tools, automation, and collaboration strategies
- Preparing a professional presentation of findings and recommendations
- Reflecting on project outcomes and lessons learned

MOBILITY FRIENDS TRAINING CENTER



Certified by DGERT - Directorate General
for Employment and Labor Relations

www.mobilityfriends.org



TRAININGCOURSES@MOBILITYFRIENDS.ORG



+351 253 144 226 / +351 960 285 416



/MOBILITYFRIENDS



@MOBILITYFRIENDSOFFICIAL



MOBILITY FRIENDS

