

AI-Enabled Strategic Management Skills for Administrators

COURSE OVERVIEW

This course provides a practical framework that equips administrative professionals with the ability to apply artificial intelligence tools to enhance strategic planning, workflow optimization, and executive support. The course content explores how AI can be used to manage information flows, analyze data for decision support, automate routine tasks, and improve forecasting, allowing administrators to transition from operational support to strategic partners in leadership. Participants will gain practical skills to integrate AI responsibly into administrative functions, ensuring efficiency, agility, and alignment with organizational goals.

WHO SHOULD ATTEND?

This course is designed for administrative leaders, executive assistants, office managers, chiefs of staff, and operations professionals who want to enhance their strategic capabilities using AI. It is equally valuable for HR leaders, consultants, and organizational development professionals seeking to transform administrative practices into data-driven, future-ready leadership support functions.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Understand the role of AI in enhancing administrative strategy and management.
- Apply AI tools to optimize workflows, scheduling, and resource allocation.
- Apply Strategic thinking to administrative functions.
- Leverage data-driven insights to strengthen executive decision support.
- Automate routine processes to focus on strategic contributions.
- Build a personal brand as a strategic digital administrator.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- The evolving expectations of administrative professionals in a digital age.
- Case studies on administrators adopting AI for strategic management.
- The practical tools for intelligent scheduling, reporting, and workflow optimization.
- The frameworks for using AI to support executive planning and forecasting.
- Strategies for balancing automation with human judgment in administration.
- Scenario planning and problem-solving with AI.
- The future of AI-enabled administrative leadership.
- Data privacy, ethics and responsible AI use.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate.
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded.