**ADMINISTRATION MANAGEMENT SKILLS**

Introduction

Administration management skills these are skills that helps you to increase office or

Any job productivity by consolidating how time is consumed and administrative tasks

Into one role.

It can also be defined as skills related to running a business and keeping an office or any

Other job organized.

* Administration management role;

Is to help you complete tasks related to managing a business or any other job activities.

For example: answering employee questions, presenting important information.

Let us first understand the difference between management and administration

Management: term management means the decision making and setting up systems to

Implement policy.

What do managers are concerned with? They make things work and get the

Organization function effectively and meet its obligations in order to achieve goals

Administration: this means day to day running of systems.

Administrators are in charge of carrying out decisions and routine but most importantly

Activities and paperwork.

* Tasks of administration skills
* Answering phone calls and emails
* Greeting clients and visitors
* Communicating with senior managers and other colleagues
* Answering customers issues
* All types of business correspondence
* Arranging post and deliveries
* Arranging travel and accommodation
* Preparing and storing information in paper and digital form
* Managing diaries
* Scheduling meetings and booking rooms

**Why is administration skills important?**

It is because they keep business processes running smoothly.

These are the examples of its importance skills;

* Problem solving and critical thinking
* Written communication
* Verbal communication
* Organization
* Time management
* Attention to detail
* Technology
* Independence
* Good ways that helps a good management
* Increasing communication
* Improving productivity and accuracy
* Improving decision making and efficiency within organization
* Identifying potential problems early
* Cost efficiency
* Customer focus
* Watch the webinar
* Factors influencing management
* Stakeholders and leaders
* Project priority
* Resource allocation
* Risk assessment
* Company culture
* Advantages of administration management
* It maintains healthy finances
* Increase productivity
* Help me goals
* Generate client and employee satisfaction
* It promotes decisions based on data
* Disadvantages of administration management
* Sometimes administration hasn’t yet paid the proper attention to the human

Behavioral aspects in the organization.

* The theory sometimes has not concerned the situational factors
* It is vague
* Benefits of administration management includes;
* Managing health insurance
* Retirement accounts
* Vacations
* Paid time off
* Parental leave

**How can administration benefits be improved?**

* Reduce pay errors
* Keep details records
* Automatically ensure compliance
* Advanced options to simplify the process
* Choose software that scales with you

**What causes poor administration?**

* Lateness
* Inability to meet deadlines
* High stress level
* Healthy problems
* Absenteeism

**These are the effects of management**

* Indecisiveness
* Stress and anger
* Lack of communication
* Micromanagement
* Experience
* Education and training
* low engagement

**This is how you can prioritize a task in administration management; there are two ways to help you know this**

* urgent:
* crises
* pressing issues
* deadline driven
* projects
* meetings
* preparations planning
* presentations
* true recreation
* empowerment
* values clarification
* relationship building
* not urgent:
* interruptions
* phone calls
* emails sometimes
* reports
* many proximate
* activities
* busywork
* time wasters
* escape activities

**These are the effective techniques of coordination**

* sound planning
* organizational structure
* clearly defined objects
* formation of committees
* comprehensive policies and programs
* voluntary cooperation
* effective communication
* simplified organization
* For an effective coordination skills these will make it clear
* communication
* time management
* teamwork
* adaptability
* behavior
* system
* The following are the importance of coordination skills in administration

Management.

* It minimizes conflicts
* Rivalries are ended
* It ends wastages
* It ends delays
* It provides the indifferences with other organizational issues
* Ways that can help to sort out issues in an administration management
* Identify the problem
* Clearly state the issue
* List negative effects
* Assemble relevant information
* Highlight possible solutions for the issues
* Separate problems into categories
* Focus on problems you control
* Utilize root cause analysis
* Make decision with facts
* Use your team

**These are the best ways that can improve administration management department**

1. Pursue training and development
2. Investigate your company internal training offerings
3. Join industry associations
4. Choose a mentor
5. Take on new challenges
6. Help a nonprofit
7. Participate in diverse projects
* Strategies to consider when building an effective administrative management

Team:

* Select members
* Understand the purpose of administrative teams
* Plan for frequent meetings
* Prepare formal agendas
* Encourage team model
* Develop team members
* Set expectations
* Monitor and review
* Celebrate and reward

**When finding ways to solve problems remember to follow the process which follows**

* Problem finding
* Fact finding
* Defining problem
* Idea finding
* Selecting
* Evaluating
* Planning
* Selling idea
* Acting

**What is meeting management?**

It is the process of planning and booking the meeting and the ability to manage

Meetings effectively and get results.

* This is how you can conduct a meeting management
* Set a clear objective
* Consider your attendees
* Start and end meeting on time
* Follow the schedule
* Follow up

**Why is meeting management important?**

* It ensures management skills
* It also ensures valuable contribution by team members
* Helps to find solutions for issues at hand
* Improves communication
* Improves interpersonal relationships
* Developed team work
* Advantages of meeting management
* Paperless meeting
* Increased security
* Improved collaboration
* Synchronized information and real time updates
* Simplified note taking
* Improved participation at remote meetings
* Increased engagement
* Collaboration
* Increased accountability
* Shared sense of purpose
* Opportunities for personal growth

**Though there are benefits of meetings but there is also some effects that affects the**

**Ongoing well of a meeting.**

* Disadvantages of meeting
* Time consuming
* Inability to arrive at a decision
* Lack of seriousness
* Inexpert chairing
* Expensive
* Open to disruption
* While trying to accomplish meeting management process, sometimes you will

Face Factors that hinders your decision making in management here are some,

* Programed versus non programed decisions
* Information inputs
* Prejudice
* Cognitive constraints
* Attitudes about risk
* Personal habits
* Social and culture influence
* Lack of time
* Lack of reliable data
* Lack of resources
* Too many options
* Risk taking ability
* In administration management you will need to combine it with time

Management.

**What is time management?**

This is the process of planning and exercise conscious control of time spent on

Specific activities especially to increase effectiveness and productivity.

* Importance of time management
* Time management helps you to increase productivity and efficiency
* You gain sense of fulfillment
* You relieve stress
* It improves self-discipline
* Improves ability to make decisions
* Tips that can help you to maintain time management
* Know how you are currently spending your time
* Create a daily schedule and stick it
* Prioritize wisely
* Group similar tasks together
* Avoid urge to multitask
* Assign time limits to tasks
* Build in buffers
* Learn to say no
* While being punctual or a good time keeper you will also have to face the bad

Side of becoming a good time keeper.

**Disadvantages of time management**

* Unclear targets
* Bad management
* Difficult to say “no”
* Obstacles
* Inactivity
* Different jobs at a time
* Fatigue and stress are part of life
* No more time to rest
* Starting your day late
* multitasking
* failing to prioritize

**Conclusion**

Administration management skills helps you to keep the business or activity you

Are in keep running smoothly, you also ensure that in business there is effective

 Information flow and that resources are employed efficiently throughout a

 Business.

**Reference**

Self-research: shared conversations with some company managers

Books

The management myth

Author: Mathew stewart