



*Training Course:  
Leadership Mastery: Navigating the Office  
Environment*

*18 - 22 November 2024  
Geneva (Switzerland)*

## Training Course: Leadership Mastery: Navigating the Office Environment

Training Course code: OM234954 From: 18 - 22 November 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction:

This 5-day training program combines the essential elements of strategic leadership and office management to provide a comprehensive understanding of how to effectively lead and manage in today's fast-paced business environment. Participants will gain practical skills and insights to help them become more effective and confident leaders, as well as more efficient and productive office managers.

### Objectives:

- To understand the principles and practices of strategic leadership and how to apply them in the workplace.
- To develop the skills and knowledge needed to effectively manage and lead teams, communicate with stakeholders, and make informed decisions.
- To learn the fundamentals of office management, including how to manage workflow, processes, and technology.
- To acquire the tools and techniques needed to manage financial resources, improve office systems, and build strong relationships with internal and external stakeholders.

### Target Audience:

This training program is designed for:

- Professionals who hold leadership or management positions in their organizations and are looking to enhance their skills and knowledge in these areas.
- Office managers and administrators who are responsible for the day-to-day operations of their offices.
- Participants should have a basic understanding of business operations and administration, as well as an interest in personal and professional development.

### Outlines:

Day 1:

- Introduction to strategic leadership
- Setting and communicating vision and mission
- Understanding and analyzing the business environment

#### Day 2:

- Developing strategic plans
- Leading and managing change
- Decision-making and problem-solving

#### Day 3:

- Effective communication skills
- Leading and managing teams
- Motivating and inspiring others

#### Day 4:

- Office management basics
- Managing workflow and processes
- Time and stress management

#### Day 5:

- Financial management for office administrators
- Managing and improving office systems and technology
- Building and maintaining relationships with internal and external stakeholders

## Registration form on the Training Course: Leadership Mastery: Navigating the Office Environment

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

### Delegate Information

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

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

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

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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