



*Training Course:  
Management & Negotiations Skills*

*22 - 26 September 2024*

*Cairo (Egypt)*

*Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Training Course: Management & Negotiations Skills

Training Course code: MA235318 From: 22 - 26 September 2024 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3250 € Euro

### Introduction:

Welcome to the Management & Negotiations Skills training program, thoughtfully designed and presented by Global Horizon Training Center. In today's dynamic business environment, effective management and negotiation skills are crucial for professional success. This program is tailored to equip participants with the essential tools and techniques required to excel in managerial roles and negotiate successfully. Global Horizon Training Center is dedicated to delivering high-quality training programs that empower individuals and organizations to thrive in their respective industries.

### Objectives:

- Develop strong management skills for effective leadership and decision-making.
- Enhance negotiation skills for achieving favorable outcomes in various business scenarios.
- Foster effective communication and conflict resolution techniques.
- Provide insights into strategic planning and organizational management.
- Equip participants with the ability to navigate complex negotiations and achieve win-win solutions.

### Target Audience:

This program is suitable for mid-level managers, team leaders, aspiring leaders, and professionals involved in negotiations within their roles. It caters to individuals seeking to strengthen their management skills and those looking to enhance their negotiation capabilities for better business outcomes.

### Outlines:

#### Day 1: Fundamentals of Management

- Introduction to management principles
- Leadership styles and their impact
- Decision-making strategies for managers
- Time management and organizational effectiveness

#### Day 2: Effective Communication and Conflict Resolution

- Importance of effective communication in management
- Techniques for clear and concise communication
- Conflict resolution strategies in the workplace
- Building and managing successful teams

#### Day 3: Negotiation Fundamentals

- Understanding the negotiation process
- Key elements of successful negotiations
- Different negotiation styles
- Role-playing exercises for practical application

#### Day 4: Advanced Negotiation Techniques

- Strategies for complex negotiations
- Negotiating in challenging situations
- Building and maintaining positive relationships
- Handling difficult negotiations and overcoming obstacles

#### Day 5: Strategic Planning and Organizational Management

- Introduction to strategic planning
- Aligning management and organizational goals
- Performance metrics and evaluation

## Registration form on the Training Course: Management & Negotiations Skills

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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  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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