



*Training Course:  
The best practices in leadership and the  
development of integrated management systems*

*4 - 8 November 2024  
Barcelona (Spain)  
Grupotel Gran Via 678*

## Training Course: The best practices in leadership and the development of integrated management systems

Training Course code: LS235513 From: 4 - 8 November 2024 Venue: Barcelona (Spain) - Grupotel Gran Via 678 Training Course Fees: 5250 € Euro

### Introduction:

Effective leadership and the development of integrated management systems are among the most crucial factors that influence the success of any organization. These processes require advanced skills and approaches that go beyond mere routine management. The best practices in leadership and the development of integrated management systems include the use of innovative strategies to enhance administrative and leadership performance, the development of communication, negotiation, and effective team management skills. These practices also involve data analysis and the use of modern technology to improve administrative performance and management systems. Implementing best practices in leadership and integrated management systems helps improve efficiency and productivity, increase organizational competitiveness in the job market, and achieve sustainable success in the future.

### Program Objectives:

By the end of the training program, participants will be able to:

- Understand the difference between leadership and management and recognize its importance.
- Comprehend leadership principles and clarify its vision.
- Learn what dialogue is and how to interact with managers.
- Explore ways to activate dialogue.
- Learn effective procedures and how to prioritize tasks.
- Identify ways to develop employees to exceed expectations.
- Develop flexible and creative teams.
- Build and support your team to face any challenges.
- Identify the most important tools for establishing internal and external relationships.
- Understand the key points for development.

### Competencies:

Participants in this course will acquire the following skills:

- Understanding effective leadership and its importance in achieving organizational goals.

- Analyzing management systems and identifying areas of weakness and potential improvements.
- Developing strategies to enhance administrative and leadership performance.
- Applying best practices in project and team management.
- Evaluating administrative performance and making necessary decisions to improve it.

## Target Audience:

This course is intended for all managers, leaders, and employees who wish to improve their leadership and administrative performance, including:

- General managers and executives.
- Mid-level managers and supervisors.
- Employees in administration, leadership, and project management.
- Anyone interested in learning more about best leadership practices and the development of integrated management systems.

## Outlines:

### Day 1:

- Leadership vs. Management: What is the difference and why is it important?
  - Understanding the six main theories of leadership and how to apply them to your situation.
  - Recognizing the critical connections between leadership, ethics, principles, coherence, and learning.
- Clarifying Your Leadership Vision and Principles:
  - Building a strong foundation.
  - What kind of leader do you want to be? If successful, how would you know?
  - How to use your personal vision framework to build strong leadership principles, clarify vision, focus power, and prioritize tasks.

### Day 2:

- Activating Dialogue and Working with Managers:
  - Do your actions align with your vision? Increasing self-awareness to explore the ambiguous points and personal aspects you believe in.

- Miscommunication and unintended perceptions: How your perceptions can either enhance or negatively impact your effectiveness.
- Activating Dialogue and Developing Effective Procedures, Priorities, and Balance:
  - Clarifying priorities.
  - Managing daily time to live by your principles and vision.
  - How to achieve effective balance between work, job, family, and personal time.
  - Why balance is necessary for effective work performance.

### Day 3:

- Developing Employees to Exceed Their Expectations and Yours:
  - Transitional strategies and leadership training skills to improve employee performance and motivation.
  - Why do managers neglect high-performing employees?
  - How to help employees strengthen their career development.
- Building the Team for Support and Challenge:
  - Overcoming the common pitfalls of groups and teams.
  - How to lead meetings to motivate all participants to actively engage.
  - How to develop team competence towards creativity and problem-solving.
  - How to build a team for high performance.

### Day 4:

- Leadership Through Bridging, Nurturing, and Facilitating:
  - Why and how effective leaders reach beyond their immediate boundaries to build effective alliances and relationships with other institutions.
  - When and how to bridge the gap within your organization to connect key groups and departments.

### Day 5:

- Learning for Continuous Improvement:
  - How to build renewal, learning, and continuous development into your plan.

- Revising your vision.
- Key points for development.
- Planning for continuous individual and institutional learning.

## Registration form on the Training Course: The best practices in leadership and the development of integrated management systems

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678 **Training Course Fees:** 5250 € Euro

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

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### Person Responsible for Training and Development

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- Please find enclosed a cheque made payable to Global Horizon
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