



*Training Course:  
Administrative Management Skills Development  
Program: A Journey Towards Efficiency and  
Success in Executive Leadership  
20 - 24 January 2025  
Singapore*

## Training Course: Administrative Management Skills Development Program: A Journey Towards Efficiency and Success in Executive Leadership

Training Course code: MA235401 From: 20 - 24 January 2023 Venue: Singapore - Training Course Fees: 5950 € Euro

### Introduction:

In the rapidly changing business world, administrative management plays a crucial role in the success of organizations and companies. Achieving efficiency and effectiveness in managing administrative operations requires a deep understanding of fundamental concepts and the use of modern tools and techniques. This course is a masterpiece for department managers seeking to develop their skills and improve the performance of their departments and organizations.

### Objectives:

- Enhance participants' understanding of the role and importance of administrative management in achieving organizational goals.
- Develop strategic planning and organizational skills to contribute to overall performance improvement.
- Improve effective communication abilities and interaction with working teams to achieve coordination and collaboration.
- Enhance leadership skills and team management to motivate individuals and achieve strategic goals.
- Provide the necessary foundations for making informed decisions and effectively analyzing data and information.

### Target Audience:

- Department managers and heads of departments.
- Employees seeking to develop their administrative and leadership skills.
- Companies and organizations aiming to improve the performance of their senior management staff.

### Outlines:

#### Day 1:

- Introduction to Administrative Management
  - Definition and importance of administrative management.
  - The role of administrative management in achieving organizational goals.

- Analysis of changes and trends in modern management.

Day 2:

- Strategic Planning and Project Management
  - Fundamentals of strategic planning and its applications in management.
  - Project management techniques for achieving timelines and budgets.

Day 3:

- Developing Communication and Negotiation Skills
  - Effective communication methods within and outside the organization.
  - Negotiation techniques and conflict resolution in the workplace.

Day 4:

- Team Leadership and Employee Motivation
  - Fundamentals of leadership and its applications in building effective teams.
  - Strategies for motivating employees and enhancing individual and group performance.

Day 5:

- Strategic Analysis and Decision-Making
  - Data and information analysis for making informed strategic decisions.
  - Using modern tools to support the decision-making process in management.

## Registration form on the Training Course: Administrative Management Skills Development Program: A Journey Towards Efficiency and Success in Executive Leadership

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€ Euro

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  
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place.

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registration  
form to: +20233379764

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

Complete & return the  
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