



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

*6 - 10 January 2025
Geneva (Switzerland)*

Training Course: Leadership Mastery: Navigating the Office Environment

Training Course code: OM234954 From: 6 - 10 January 2025 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
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