



*Training Course:  
Leadership and Management Development  
Program*

*17 - 28 February 2025  
Geneva (Switzerland)*

## Training Course: Leadership and Management Development Program

Training Course code: MA235326 From: 17 - 28 February 2025 Venue: Geneva (Switzerland) - Training Course Fees: 8400 € Euro

### Introduction:

Some leaders are characterized by strategic planning, deep thinking, and visionary leadership. Many excel in areas such as training, motivation, providing assistance, and facilitating others. However, in today's organizations, these qualities are in high demand because strategic planners who lack proficiency in interpersonal communication skills often struggle to implement their ideas. Collaborative leaders, on the other hand, require a clear vision for effective communication. While some leadership qualities may come naturally, anyone in management or consulting fields can improve their leadership performance by working towards that goal. Regardless of your current level of proficiency, this intensive and organized course will help you strengthen your leadership effectiveness. The training program offers participants a deep understanding, new ideas, tools, and skills to enhance management effectiveness in both strategic and collaborative aspects. While not just a lecture series, this training program is an educational experience vital for "great leadership ideas" as you will engage not only with cutting-edge concepts and tools but also with crucial issues relevant to your business and operational activities.

### Objectives:

By the end of the course, participants will be able to:

- Understand the difference between leadership and management and their significance.
- Recognize the principles of leadership and clarify their vision.
- Learn what dialogue is and how to interact with managers.
- Identify methods to activate dialogue.
- Understand effective procedures and prioritize tasks.
- Recognize ways to develop employees to exceed expectations.
- Develop flexible and creative teams.
- Develop your team to support it and face any challenges.
- Identify the most important means to establish internal and external relationships.
- Understand the key points of development.

### Target Audience:

- Strategic planners.

- Managers and supervisors.
- Team leaders and project managers.
- Anyone in management or consulting fields aiming to improve their leadership performance.
- Individuals needing a more innovative approach to work, whether in problem-solving, implementing changes, or addressing institutional issues in unconventional ways.
- Anyone looking to enhance their skills and experiences and recognizing the need for this course.

## Outlines:

### Day 1 & 2:

- Leadership vs. Management: Understanding the Difference and Importance.
- Exploring the six major theories of leadership and their application to your situation.
- Understanding the critical links between leadership, ethics, principles, cohesion, and learning.
- Clarifying Your Leadership Vision: Building a strong foundation.
- What kind of leader do you want to be? How can you know? Using the framework of personal vision to build strong leadership principles, clarify vision, focus power, and set task priorities.

### Day 3 & 4:

- Activating Dialogue and Working with Managers: Do your actions align with your vision?
- Increasing self-awareness to explore your own ambiguities and beliefs.
- Communication breakdowns and unspoken agreements: How can your beliefs build your effectiveness or negatively impact it?
- Activating dialogue and developing effective procedures, priorities, and balance.
- Clarifying priorities.
- Managing time on a daily basis to live according to your principles and vision.
- Achieving effective balance between work, job time, family, and personal life.
- Why is balance necessary for effective performance?

### Day 5 & 6:

- Developing Employees to Exceed Expectations: Strategies and transitional skills for leadership training to improve employee performance and motivation.

- Why do managers neglect high-performing employees?
- How can you help employees strengthen their career development?

#### Day 7 & 8:

- Building Supportive and Challenging Teams: Overcoming expected group and team pitfalls.
- How to lead meetings to effectively engage all participants.
- How to develop team competence towards innovation and problem-solving.
- How to build a team to achieve high performance.
- Leadership through building bridges, nurturing, and providing facilitation: Why and how can effective leaders reach beyond their immediate boundaries to build effective alliances and relationships with other institutions?
- When and how can you bridge the gap within your institution to connect between groups and core circles?

#### Day 9 & 10:

- Learning for Growth: How to build renewal, education, and continuous development into your plan.
- Adapting your vision.
- Key points for development.
- Planning for ongoing individual and institutional education.

## Registration form on the Training Course: Leadership and Management Development Program

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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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