



Training Course:
Administrative Management Skills Development
Program: A Journey Towards Efficiency and
Success in Executive Leadership
8 - 12 December 2025
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside

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

Training Course code: MA235401 From: 8 - 12 December 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside 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

Training Course code: MA235401 **From:** 8 - 12 December 2025 **Venue:** Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside **Training Course Fees:** 5950 € 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
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,
Egypt.