



*Training Course:  
Advanced Financial and Administrative  
Management for General Managers*

*16 - 20 November 2025  
Amman (Jordan)*

## Training Course: Advanced Financial and Administrative Management for General Managers

Training Course code: FI235681 From: 16 - 20 November 2025 Venue: Amman (Jordan) - Training Course Fees: 3550 € Euro

### Introduction

In today's complex and dynamic business environment, the roles of financial and administrative managers are more critical than ever. The ability to efficiently manage financial systems, streamline administrative operations, and ensure regulatory compliance is essential for organizational success. This program is designed to address the unique challenges faced by General Managers of Financial and Administrative Affairs by equipping them with the tools and knowledge required to achieve operational excellence and enhance organizational performance.

This five-day training program delves deep into advanced techniques for financial planning, budgeting, cost control, and compliance, alongside effective management of administrative operations. Participants will learn how to align financial and administrative strategies to support broader organizational goals, all while leveraging best practices and innovative approaches.

The course offers a highly interactive learning experience, integrating case studies, practical applications, and scenario analysis tailored to real-world challenges. With leadership elements excluded, the program focuses entirely on strengthening technical, analytical, and managerial capabilities, ensuring participants gain actionable insights to drive efficiency and success in their roles.

By the end of this program, participants will have the confidence and expertise to navigate the complexities of financial and administrative management, optimize resources, and implement impactful solutions for long-term growth and sustainability.

### Target Audience

General Managers of Financial and Administrative Affairs seeking to enhance their technical knowledge and strategic approach to finance and administration.

### Objectives

- Master advanced financial planning and analysis techniques.
- Develop robust strategies for effective administrative management.
- Gain insights into compliance, budgeting, and cost control.
- Understand operational efficiency and resource allocation.
- Implement financial risk management strategies.

### Outlines

Day 1:

#### Advanced Financial Planning and Budgeting

- Techniques for strategic financial planning.
- Best practices in budget preparation and monitoring.
- Forecasting and variance analysis.

#### Day 2:

##### Financial Reporting and Compliance

- Understanding advanced financial reporting standards.
- Key principles of regulatory compliance and risk management.
- Utilizing financial data for decision-making.

#### Day 3:

##### Administrative Operations Management

- Streamlining administrative processes for efficiency.
- Effective resource allocation and management.
- Policy formulation and documentation.

#### Day 4:

##### Cost Control and Operational Efficiency

- Advanced methods for cost optimization.
- Enhancing productivity through efficient operations.
- Monitoring and evaluation of administrative projects.

#### Day 5:

##### Integrated Financial and Administrative Strategies

- Aligning financial and administrative functions for organizational success.
- Case studies and practical applications.
- Action plan development for implementation in current roles.



## Registration form on the Training Course: Advanced Financial and Administrative Management for General Managers

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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: .....  
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Personal E-Mail: .....  
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### Company Information

Company Name: .....  
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City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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