



*Training Course:  
Executive Leadership Training and Development*

*21 - 25 April 2025  
London (UK)  
Landmark Office Space - Oxford Street*

## Training Course: Executive Leadership Training and Development

Training Course code: LS235804 From: 21 - 25 April 2025 Venue: London (UK) - Landmark Office Space - Oxford Street  
Training Course Fees: 5500 € Euro

### Introduction

The 5-day Executive Leadership Training and Development Program is an excellent opportunity to enhance the skills and capabilities of administrative leaders. This program aims to equip participants with essential tools and knowledge to improve their leadership and managerial performance, build more effective teams, and achieve organizational goals more efficiently.

### Program Objectives

- Provide participants with a deeper understanding of the fundamentals and principles of executive leadership.
- Develop communication and personal guidance skills to improve interaction with teams and employees.
- Enhance participants' ability to make strategic decisions and solve problems effectively.
- Strengthen strategic management and future planning skills.
- Offer practical experiences and case studies to facilitate real-world application of learned concepts.

### Target Audience

This course is designed for executive managers and mid-level leaders in organizations and companies, as well as those seeking to enhance their leadership and management skills. Target groups include:

- Department and division managers in small and medium-sized enterprises.
- Team managers and supervisors looking to improve their leadership capabilities.
- Administrative and executive team members responsible for organizational operations.
- Mid-level managers in the public sector and nonprofit organizations.
- Professionals working in administration who want to develop their leadership and managerial skills.

### Outlines:

#### Day 1:

#### Fundamentals of Executive Leadership

- Introduction to executive leadership and its importance.
- Characteristics of a successful leader and essential communication skills.
- Developing leadership vision and strategic thinking.

#### Day 2:

##### Team Management and Personal Development

- Building effective teams and managing workplace conflicts.
- Developing personal coaching and mentoring skills.
- Time management and responding to personal challenges.

#### Day 3:

##### Decision-Making and Problem-Solving

- The decision-making process and types of decisions.
- Strategies for problem-solving and handling complex decisions.
- Case study practice in decision-making.

#### Day 4:

##### Excellence in Management and Strategic Leadership

- Developing strategic skills and managing organizational change.
- Performance evaluation and employee motivation techniques.
- Future planning and achieving strategic goals.

#### Day 5:

##### Practical Application and Impact Assessment

- Applying concepts and skills to real-world workplace challenges.
- Evaluating impact and measuring the success of the training program.
- Review session and action plan for future development.



## Registration form on the Training Course: Executive Leadership Training and Development

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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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