



*Training Course:  
Administrative Leadership Skills in Hospitality  
and Tourism Services*

*1 - 5 September 2025  
London (UK)  
Landmark Office Space - Portman Street*

## Training Course: Administrative Leadership Skills in Hospitality and Tourism Services

Training Course code: MA235942 From: 1 - 5 September 2025 Venue: London (UK) - Landmark Office Space - Portman Street Training Course Fees: 6000 € Euro

### Introduction:

Tourism management, in its comprehensive sense, refers to a set of specialized tools used in tourism organizations to enhance productivity and efficiency within the tourism establishment. Like other management sectors, it encompasses various functions and practices. Hotel leadership strategies rely on solid planning, integrated organization, prioritization, and performance monitoring to improve service quality. Moreover, it involves developing a comprehensive vision for success through strategic planning and implementing support mechanisms to achieve the goals of the tourism institution.

By the end of the training program, participants will have gained:

- Familiarity with key terminology in hotel management and reporting.
- The ability to find innovative solutions to overcome challenges.
- Knowledge of the principles, foundations, and effective practices of hotel leadership, along with an opportunity to gain practical experience.
- Exposure to a set of specialized programs targeting individuals passionate about the hospitality and tourism sector, with a desire to learn more.

### Program Objectives:

- Develop leadership skills among professionals in hospitality and tourism.
- Understand the importance of administrative leadership in modern organizations.
- Highlight the various theories related to administrative leadership.
- Define the scientific concept of administrative leadership.
- Enhance the performance level of managers across different organizational levels.
- Train participants in professional methods for managing hotels and tourism entities.
- Advance human resource competencies to be qualified for managing activities within the tourism and hospitality sector.
- Equip participants with knowledge of tourism and hotel management fundamentals, hotel types and classifications, service standards, and management levels.
- Introduce the basics of tourism and hotel management and the role of hospitality.

- Understand the organizational structure of hotels and international standards governing guest relations.
- Provide participants with active role skills and understanding of modern management systems to accomplish performance goals.
- Apply administrative concepts to hotel operations.
- Develop participant skills in managing personnel, directing, and motivating teams toward achieving required outcomes.
- Learn about the latest in hotel equipment, supplies, and facility needs.

## Target Audience:

- Professionals working in tourism and hospitality establishments.
- Candidates nominated for senior and mid-level administrative positions in the hospitality sector.
- Graduates of tourism and hospitality faculties.
- Tourist guides.
- Hotel and tourism administration staff.
- Directors of tourism departments.
- Anyone interested in developing creative thinking related to administrative and leadership aspects in the tourism, hospitality, and hotel sectors.

## Outlines:

### Day 1:

- Introduction to Hotel Management
- Types and Components of Hotel Management
- Hotel Management Departments
- Concept of Sustainable Tourism Planning
- Hotel Goals
- Hotel Management Models
- Hotel Administrative Levels

### Day 2:

- Differences between Traditional and Modern Tourism Development Methods
- Definition of Administrative Leadership
- Importance of Leadership in Various Establishments
- Scientific Theories Underlying Administrative Leadership
- Types of Administrative Leaders
- Principles of Administrative Leadership
- Administrative Leadership Skills

#### Day 3:

- Duties of Supervisors in Administrative Leadership
- Success Factors of Administrative Leadership
- Essential Qualities of Effective Leaders
- Case Studies: Leadership Problems and Solutions

#### Day 4:

- Concept and Functions of Hotel Management
- Duties and Responsibilities of the General Manager
- The Importance of Human Capital in Hotel Success

#### Day 5:

- Hotel Organizational Structure
- Workforce in the Tourism Sector
- Marketing and Advertising in Hospitality
- Staff Motivation and Client Engagement
- Customer Satisfaction and Problem Solving

## Registration form on the Training Course: Administrative Leadership Skills in Hospitality and Tourism Services

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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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### Easy Ways To Register

Telephone:  
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provisionally reserve your  
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info@gh4t.com  
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to: Global Horizon  
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