



*Training Course:
Follow-Up Techniques and Reporting to Senior
Management*

*22 - 26 December 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Follow-Up Techniques and Reporting to Senior Management

Training Course code: OM236009 From: 22 - 26 December 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 5500 € Euro

Introduction

This program, designed by Global Horizon Training Center, aims to strengthen participants' ability to follow up effectively on actions, decisions, and project outcomes, while also enhancing their skills in crafting clear, concise, and impactful reports for senior management. It combines proven follow-up methods with structured reporting techniques to support informed decision-making and organizational success.

Objectives

By the end of this program, participants will be able to:

- Understand the principles and best practices of follow-up in professional settings.
- Develop effective techniques for tracking progress and ensuring accountability.
- Craft structured, concise, and informative reports tailored for senior management.
- Use appropriate tools and formats for follow-up and reporting.
- Enhance communication skills and build credibility with senior stakeholders.

Organizational Impact

- Enhance accountability and clarity in project and operational follow-up.
- Improve the quality and impact of management reporting.
- Facilitate faster, more informed decision-making.
- Strengthen alignment between operational teams and senior leadership.
- Foster a culture of proactive communication and continuous improvement.

Target Audience

- Administrative professionals and executive assistants.
- Managers and supervisors responsible for progress tracking and reporting.
- Project coordinators and team leaders.
- Professionals who regularly communicate updates and results to senior management.
- Anyone seeking to improve their follow-up and reporting skills.

Training Program Outline

Day 1: Principles of Effective Follow-Up

- The role of follow-up in organizational performance.
- Types of follow-up: task-oriented, process-oriented, and relationship-oriented.
- Overcoming common barriers to follow-up success.
- Establishing clear follow-up objectives and outcomes.
- Group exercise: analyzing a real-world follow-up scenario.

Day 2: Tools and Techniques for Structured Follow-Up

- Using checklists, trackers, and project management tools.
- Prioritizing and delegating follow-up actions.
- Managing multiple follow-up streams and dependencies.
- Tracking progress: status updates and milestone reviews.
- Practical activity: creating a follow-up tracking template.

Day 3: Fundamentals of Reporting to Senior Management

- Understanding senior management's needs and expectations.
- Key elements of effective reports: clarity, relevance, and brevity.

- Structuring reports for decision-making: executive summaries and key findings.
- Using data and visuals to support reporting.
- Group activity: outlining a report structure for a common business scenario.

Day 4: Crafting Impactful Reports and Updates

- Writing concise and focused reports.
- Tone, style, and language for senior audiences.
- Incorporating recommendations and next steps effectively.
- Reviewing and editing for accuracy and impact.
- Role play: delivering a brief progress update to a senior leader.

Day 5: Integration and Best Practices

- Linking follow-up and reporting for continuous improvement.
- Aligning updates and reports with organizational goals.
- Case studies: successful reporting and follow-up practices.
- Developing a personal and organizational action plan.
- Final presentations: participants share their drafted reports and action plans for feedback.

Registration form on the Training Course: Follow-Up Techniques and Reporting to Senior Management

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