Global Horizon
TRAINING CENTER

# *Training Course:*
# *Leadership & Management Skills*

*1 - 5 June 2026*
*Rome (Italy)*

# Training Course:
# Leadership & Management Skills

Training Course code: OM235437 From: 1 - 5 June 2026 Venue: Rome (Italy) - Training Course Fees: 6050  Euro

## Introduction

This program, designed by Global Horizon Training Center, equips participants with essential leadership and management capabilities required to succeed in today's dynamic business environment. It focuses on practical skills in communication, team leadership, and strategic thinking to enable participants to lead effectively and drive organizational performance.

## Objectives

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

- Distinguish between leadership and management roles
- Identify leadership styles and their impact on team performance
- Apply effective communication and team-building techniques
- Develop strategic thinking and planning capabilities
- Motivate, coach, and develop team members
- Manage performance and provide constructive feedback
- Enhance personal productivity and work-life balance

## Target Audience

- New and Aspiring Leaders
- Middle Managers
- Senior Leaders
- HR Professionals
- Professionals seeking to enhance leadership and management skills

## Outlines

### Day 1: Understanding Leadership and Management

- Key differences between leadership and management
- Core management functions: planning, organizing, leading, controlling
- Leadership styles and their impact autocratic, democratic, transformational, transactional
- Self-assessment: identifying leadership style
- Role of emotional intelligence in leadership

## Day 2: Communication and Team Building

- Principles of effective communication verbal, non-verbal, written
- Active listening and feedback techniques
- Building and leading high-performing teams
- Team roles and dynamics
- Conflict resolution strategies
- Decision-making and problem-solving tools

## Day 3: Strategic Thinking and Planning

- Introduction to strategic thinking
- Environmental analysis internal and external
- Vision and mission development
- Setting SMART goals
- Strategic planning process and SWOT analysis
- Change management principles and frameworks

## Day 4: Motivating and Developing Others

- Motivation theories Maslow, Herzberg
- Techniques for employee motivation and engagement
- Coaching vs. mentoring
- Effective coaching practices
- Performance management and appraisal
- Providing constructive feedback

## Day 5: Personal Development and Action Planning

- Self-assessment and personal development planning
- Time management and productivity techniques
- Stress management and work-life balance strategies
- Developing personal and professional action plans
- Program review and future development planning

# Registration form on the Training Course: Leadership & Management Skills

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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

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| 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. |