



*Training Course:  
Implementing Good Management Practices in  
your Work and Organization*

*29 June - 3 July 2026  
Geneva (Switzerland)*

## Training Course: Implementing Good Management Practices in your Work and Organization

Training Course code: MA9292 From: 29 June - 3 July 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

### Introduction

Effective management practices are essential for achieving organizational goals, enhancing productivity, and ensuring sustainable performance. In today's dynamic and competitive environment, organizations must adopt structured and proven management approaches to improve efficiency, strengthen decision-making, and drive continuous improvement.

This program, developed by [Global Horizon Training Center](#), provides participants with practical frameworks and tools to implement good management practices across their work and organizational processes. It focuses on improving planning, execution, communication, and performance management to ensure alignment with strategic objectives.

Participants will gain the skills needed to enhance operational effectiveness, foster teamwork, and create a culture of accountability and excellence.

### Course Objectives

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

- Understand the principles of effective management practices
- Apply structured approaches to planning and organizing work
- Improve decision-making and problem-solving capabilities
- Enhance communication and coordination within teams
- Implement performance management and monitoring systems
- Promote accountability and continuous improvement
- Manage change and improve organizational effectiveness
- Strengthen leadership and team management skills

### Target Audience

This program is designed for:

- Managers and Supervisors
- Team Leaders and Department Heads
- Project and Program Managers
- Operations and Administrative Professionals
- HR and Organizational Development Professionals
- Public Sector and Government Employees
- Professionals seeking to improve management effectiveness

## Outline

### Day 1: Foundations of Good Management Practices

- Introduction to Management Principles and Practices
- Roles and Responsibilities of Managers
- Planning, Organizing, Leading, and Controlling POLC Model
- Aligning Work with Organizational Objectives
- Understanding Performance and Productivity Drivers
- Case Studies on Effective Management

### Day 2: Planning and Organizing Work

- Setting Goals and Priorities
- Work Planning and Resource Allocation
- Time Management and Scheduling Techniques
- Delegation and Work Distribution
- Managing Workflows and Processes
- Tools for Effective Planning

### Day 3: Decision-Making and Problem-Solving

- Structured Decision-Making Models
- Problem Identification and Analysis
- Root Cause Analysis Techniques
- Evaluating Alternatives and Selecting Solutions
- Risk-Based Decision Making
- Case Studies and Practical Exercises

### Day 4: Communication, Leadership, and Team Management

- Effective Communication Strategies
- Leadership Styles and Their Impact
- Building and Managing High-Performance Teams
- Conflict Management and Resolution
- Motivation and Employee Engagement
- Enhancing Collaboration and Coordination

### Day 5: Performance Management and Continuous Improvement

- Monitoring and Measuring Performance KPIs
- Performance Appraisal and Feedback Techniques
- Continuous Improvement Frameworks PDCA, Lean
- Managing Change and Organizational Development
- Building a Culture of Accountability and Excellence
- Developing Action Plans for Management Improvement

## Registration form on the Training Course: Implementing Good Management Practices in your Work and Organization

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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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