Global Horizon
TRAINING CENTER

# *Training Course:*
# *Advanced Office Management & Handling Pressure & Stress*

*8 - 12 November 2026*
*Manama (Bahrain)*

# Training Course:
# Advanced Office Management & Handling Pressure & Stress

Training Course code: OM234839 From: 8 - 12 November 2026 Venue: Manama (Bahrain) - Training Course Fees: 4725  Euro

## Introduction

This program, designed by Global Horizon Training Center, equips office managers, administrators, and secretaries with the advanced interpersonal, behavioral, and professional skills required to perform effectively under pressure.

In today's demanding work environment, administrative professionals must balance multiple responsibilities while maintaining efficiency, communication quality, and emotional control. This program focuses on enhancing productivity, stress management, leadership, and decision-making capabilities to ensure participants remain confident, organized, and proactive in all situations.

## Objectives

Participants attending the program will:

- Learn how to prioritize and manage multiple responsibilities effectively
- Develop a managerial mindset for planning, decision-making, and problem-solving
- Enhance communication skills and workplace relationships
- Build self-confidence and emotional control
- Apply assertiveness techniques to improve effectiveness
- Strengthen interpersonal and intrapersonal skills
- Lead and communicate effectively under pressure
- Support teams in solving workplace challenges creatively
- Enhance leadership capabilities while managing stress

## Target Audience

- Office Managers
- Administrative Professionals
- Executive Secretaries
- Personal Assistants PA
- Executive Assistants EA
- Office Coordinators
- Administrative Supervisors
- Professionals working in high-pressure administrative environments
- Anyone responsible for managing office operations and supporting executives

## Training Program Outline

Global Horizon
TRAINING CENTER

### Day 1: Personal Leadership Skills for Handling Pressure & Stress

- Understanding stress and its effects on the body, mind, and performance
- Holistic approaches to stress management
- The relationship between mind and body in workplace performance
- Personality styles and responses to stress
- Introvert vs. extrovert responses under pressure

### Day 2: Essential Administrative and Cognitive Skills

- Applying mind mapping techniques for planning and organization
- Understanding right-brain and left-brain thinking
- Managing projects and meeting deadlines effectively
- Planning tools including Gantt charts
- Problem-solving techniques and decision-making tools
- Proactive work behavior and initiative
- Effective meeting management and minute-taking
- Working efficiently with multiple managers

### Day 3: Leading with Confidence During Challenging Times

- Managing sudden change in the workplace
- Leading teams during uncertainty and pressure
- Identifying short-term and long-term stress symptoms
- Motivating self and others under pressure
- Building confidence in challenging environments
- Achieving work-life balance through boundaries and prioritization
- Strengthening personal and professional relationships

### Day 4: Leadership Effectiveness in Crisis Management

- Core crisis management skills
- Identifying opportunities within crises
- Encouraging creative thinking during challenging situations
- Applying creative leadership approaches
- Overcoming barriers to innovation in crisis scenarios

### Day 5: Self-Empowerment and Emotional Intelligence

- Identifying causes and triggers of stress
- Building self-confidence and resilience
- Techniques for relaxation and mental clarity
- Understanding stress as a behavioral signal
- Breaking negative thinking patterns
- Developing emotional intelligence skills
- Applying emotional intelligence in the workplace
- Transforming negative reactions into proactive behavior
- Continuous professional development and personal growth planning

Global Horizon
TRAINING CENTER

# Registration form on the Training Course: Advanced Office Management & Handling Pressure & Stress

Training Course code: OM234839 From: 8 - 12 November 2026 Venue: Manama (Bahrain) - Training Course Fees: 4725  Euro

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, Egypt.