



*Training Course:
Communication and Executive Reporting*

*15 - 19 June 2026
Madrid (Spain)*

Training Course: Communication and Executive Reporting

Training Course code: MA236481 From: 15 - 19 June 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

Introduction

In today's fast-paced and data-driven business environment, effective communication and executive reporting are critical competencies for organizational success. Senior professionals and decision-makers rely heavily on clear, concise, and strategically aligned reports to guide business direction, monitor performance, and make informed decisions.

This training program, designed by Global Horizon Training Center, aims to equip participants with advanced communication techniques and executive reporting skills that enhance clarity, influence, and impact. The program focuses on transforming complex data into structured insights, delivering high-level messages effectively, and ensuring alignment with organizational objectives.

Participants will strengthen their ability to communicate confidently across executive levels while mastering the principles of professional reporting that support strategic decision-making.

Objectives

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

- Understand advanced communication principles in executive environments
- Structure clear, concise, and impactful executive reports
- Interpret and present data in a meaningful and strategic manner
- Apply storytelling techniques in business communication
- Align reporting practices with organizational goals and priorities
- Enhance written and verbal communication for senior stakeholders
- Improve clarity, consistency, and professionalism in reporting

Course Methodology

This program is delivered through a structured and knowledge-focused approach, including:

- Instructor-led sessions supported by professional frameworks
- Conceptual explanations of communication and reporting models
- Review and analysis of executive communication standards
- Theoretical insights into reporting structures and best practices
- Guided discussions on organizational communication challenges

Organizational Impact

Organizations will benefit from:

- Improved quality and consistency of executive communication
- More structured and effective reporting processes
- Enhanced decision-making through clear and reliable reports
- Better alignment between operational reporting and strategic goals
- Stronger professional communication culture across departments

Target Audience

This program is designed for:

- Managers and Senior Managers
- Executive Assistants and Office Managers
- Business Analysts and Reporting Officers
- Department Heads and Team Leaders
- Professionals responsible for preparing reports for leadership
- Individuals involved in internal and external organizational communication

Outline

Day 1: Fundamentals of Executive Communication

- Core principles of professional communication
- Communication in executive and corporate environments
- Understanding audience expectations at leadership level
- Communication channels and their strategic use
- Barriers to effective communication and mitigation strategies
- The role of communication in organizational performance

Day 2: Advanced Business Writing for Executives

- Principles of clear and concise business writing
- Structuring formal communication emails, memos, reports
- Language, tone, and professionalism in executive writing
- Writing for influence and clarity
- Common communication challenges in professional environments
- Standards and best practices in corporate writing

Day 3: Executive Reporting Frameworks

- Purpose and importance of executive reporting
- Types of reports operational, strategic, performance-based
- Structuring executive reports effectively
- Key components: executive summary, findings, and recommendations
- Data organization and logical flow of information
- Reporting standards and governance

Day 4: Data Interpretation and Reporting Strategy

- Understanding data in a business context
- Converting data into structured insights
- Key performance indicators KPIs and performance measurement
- Principles of data presentation and visualization
- Aligning reports with strategic objectives
- Reporting for decision-making and accountability

Day 5: Executive Communication & Reporting Integration

- Linking communication strategies with reporting functions
- Communicating insights to senior stakeholders
- Building confidence in executive-level interactions
- Managing communication in high-level environments
- Supporting leadership decisions through structured reporting
- Establishing sustainable communication and reporting practices.

Registration form on the Training Course: Communication and Executive Reporting

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng):
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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