



*Training Course:  
Communication, Collaboration & Organizational  
Excellence*

*17 - 21 August 2026  
Barcelona (Spain)*

## Training Course: Communication, Collaboration & Organizational Excellence

Training Course code: PS236516 From: 17 - 21 August 2026 Venue: Barcelona (Spain) - Training Course Fees: 5775 € Euro

### Introduction

Effective communication and strong collaboration are essential drivers of organizational success and operational excellence in today's dynamic business environment. Professionals are increasingly expected to work efficiently across teams, maintain productive stakeholder relationships, contribute to high-performance cultures, and support continuous improvement initiatives while ensuring quality and professionalism in daily operations.

Designed by Global Horizon Training Center, this comprehensive 5-day training program focuses on enhancing communication effectiveness, strengthening collaboration capabilities, and promoting organizational excellence within modern workplace environments. The program equips participants with practical techniques to improve professional interactions, enhance teamwork, support quality-driven performance, and contribute positively to organizational objectives.

Participants will gain valuable knowledge in communication strategies, collaborative problem-solving, workplace professionalism, quality improvement practices, performance enhancement, and organizational effectiveness. The program also emphasizes the importance of accountability, coordination, and excellence-oriented work practices that support sustainable business success.

Through practical exercises, interactive discussions, business scenarios, and applied workplace activities, participants will develop the skills needed to communicate confidently, collaborate effectively, and contribute to a culture of excellence and continuous improvement.

### Course Objectives

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

- Enhance professional communication skills within the workplace
- Strengthen collaboration and teamwork capabilities
- Improve interpersonal and cross-functional communication
- Apply effective communication techniques in professional environments
- Support organizational excellence through quality-focused practices
- Improve coordination and stakeholder engagement
- Enhance problem-solving and collaborative decision-making skills
- Promote accountability and professionalism in daily operations
- Contribute to continuous improvement initiatives

- Build productive working relationships that support organizational goals

## Target Audience

This program is designed for:

- Business Planning Specialists
- Business Support Professionals
- Corporate and Administrative Staff
- Planning and Reporting Personnel
- Team Coordinators and Analysts
- Professionals involved in cross-functional collaboration
- Employees seeking to enhance workplace communication and organizational effectiveness

## Outlines

Day 1:

### Foundations of Effective Professional Communication

- The role of communication in organizational success
- Principles of effective workplace communication
- Verbal and non-verbal communication techniques
- Professional communication styles and approaches
- Active listening and feedback techniques
- Managing communication barriers
- Building confidence in workplace interactions
- Professional etiquette and workplace professionalism

Day 2:

### Collaboration & Teamwork Excellence

- Understanding collaborative workplace environments

- Building effective working relationships
- Cross-functional collaboration techniques
- Team communication and coordination strategies
- Managing workplace interactions professionally
- Conflict resolution and constructive communication
- Trust-building within teams
- Collaborative problem-solving approaches

#### Day 3:

##### Organizational Excellence & Quality Culture

- Principles of organizational excellence
- Building a culture of quality and accountability
- Continuous improvement concepts and practices
- Quality-focused work behaviors
- Performance standards and operational effectiveness
- Supporting excellence through collaboration
- Workplace efficiency and productivity enhancement
- Best practices for maintaining professional standards

#### Day 4:

##### Communication for Performance & Business Effectiveness

- Communication techniques for business environments
- Reporting and information-sharing best practices
- Stakeholder communication and engagement
- Presentation and professional discussion skills
- Effective coordination across departments
- Communication in performance improvement initiatives

- Problem-solving communication techniques
- Supporting organizational objectives through effective interaction

Day 5:

Building a High-Performance & Excellence-Oriented Workplace

- High-performance workplace characteristics
- Accountability and ownership in professional environments
- Enhancing adaptability and workplace effectiveness
- Managing workplace challenges collaboratively
- Innovation and improvement through teamwork
- Developing personal action plans for communication excellence
- Sustaining collaboration and continuous improvement
- Final practical activities and professional development planning

## Registration form on the Training Course: Communication, Collaboration & Organizational Excellence

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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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