



*Training Course:
Executive, Coordination & Supervisory
Management*

*5 - 9 October 2026
Geneva (Switzerland)*

Training Course: Executive, Coordination & Supervisory Management

Training Course code: MA236595 From: 5 - 9 October 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

Introduction

The Executive, Coordination & Supervisory Management training program is designed by Global Horizon Training Center to equip executive professionals, office managers, supervisors, executive assistants, and administrative leaders with the advanced competencies required to coordinate organizational activities, supervise teams, support executive management, and contribute effectively to strategic business objectives.

In today's dynamic business environment, executive and supervisory professionals are expected to go beyond administrative responsibilities by leading coordination efforts, managing priorities, supporting projects, facilitating communication between departments, and driving operational excellence. This intensive five-day program develops practical leadership, coordination, supervisory, communication, and decision-making skills that enable participants to improve organizational performance while supporting senior management effectively. The program incorporates modern management practices, executive office excellence, project coordination principles, and performance improvement techniques.

Objectives

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

- Strengthen executive leadership and supervisory capabilities.
- Apply modern business management and coordination techniques.
- Improve planning, organizing, and operational control.
- Coordinate cross-functional teams and organizational activities effectively.
- Enhance communication, negotiation, and stakeholder management skills.
- Manage priorities, workloads, and executive schedules efficiently.
- Lead meetings, prepare executive reports, and facilitate decision-making.
- Apply project coordination and performance monitoring tools.
- Develop effective problem-solving and decision-making capabilities.
- Foster innovation, accountability, and continuous improvement within the organization.

Course Methodology

This highly interactive program combines theory with practical application through:

- Interactive presentations and facilitated discussions
- Individual and group exercises
- Business case studies
- Executive coordination simulations

- Role-playing and communication workshops
- Project coordination scenarios
- Team-based problem-solving activities
- Executive planning exercises
- Best practice benchmarking
- Action planning for workplace implementation

Organizational Impact

Upon completion of this program, organizations will benefit from:

- More effective executive coordination and administrative excellence.
- Improved communication between departments and management.
- Enhanced supervisory effectiveness and accountability.
- Better project coordination and operational follow-up.
- Increased productivity and workplace efficiency.
- Improved meeting management and executive reporting.
- Faster and more effective decision-making.
- Stronger collaboration across teams.
- Better resource utilization and workflow management.
- A culture of continuous improvement and professional excellence.

Target Audience

This program is suitable for:

- Executive Secretaries
- Executive Assistants
- Office Managers
- Administrative Managers
- Department Coordinators
- Supervisors
- Team Leaders
- Project Coordinators
- Business Support Professionals
- Executive Office Professionals
- Professionals preparing for supervisory or managerial roles

Outline

Day One: Executive Management & Organizational Coordination

- The evolving role of executive management
- Principles of modern business administration
- Executive coordination responsibilities
- Organizational structures and reporting relationships
- Strategic planning fundamentals
- Managing executive priorities
- Business ethics and professional conduct
- Building a high-performance executive office

Day Two: Supervisory Leadership & Team Performance

- Transitioning from administrator to supervisor
- Leadership styles for supervisors
- Delegation and accountability
- Performance management fundamentals
- Coaching and motivating employees
- Managing workplace conflicts
- Building collaborative teams
- Supervising organizational performance

Day Three: Executive Communication & Project Coordination

- Executive communication techniques
- Business writing and executive correspondence
- Managing executive meetings
- Preparing agendas, minutes, and action plans
- Stakeholder relationship management
- Cross-functional coordination
- Fundamentals of project coordination
- Monitoring project progress and reporting

Day Four: Decision Making, Problem Solving & Operational Excellence

- Critical thinking for executive professionals
- Structured decision-making models
- Risk identification and mitigation
- Solving operational challenges
- Process improvement methodologies
- Managing organizational change
- Time management and priority setting
- Digital tools for executive productivity

Day Five: Strategic Supervision & Continuous Improvement

- Strategic supervisory practices
- Monitoring KPIs and organizational performance
- Innovation in executive and administrative management
- Continuous improvement techniques
- Managing organizational initiatives
- Executive leadership presence
- Developing personal action plans
- Course review, practical workshop, and final discussion.

Registration form on the Training Course: Executive, Coordination & Supervisory Management

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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
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Easy Ways To Register

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provisionally reserve your
place.

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