



*Training Course:
Administrative Management for Executive
Success*

*19 - 23 April 2027
Singapore*

Training Course: Administrative Management for Executive Success

Training Course code: MA235401 From: 19 - 23 April 2027 Venue: Singapore - Training Course Fees: 6250 € Euro

Introduction:

In the rapidly changing business world, administrative management plays a crucial role in the success of organizations and companies. Achieving efficiency and effectiveness in managing administrative operations requires a deep understanding of fundamental concepts and the use of modern tools and techniques. This course is a masterpiece for department managers seeking to develop their skills and improve the performance of their departments and organizations.

Objectives:

- Enhance participants' understanding of the role and importance of administrative management in achieving organizational goals.
- Develop strategic planning and organizational skills to contribute to overall performance improvement.
- Improve effective communication abilities and interaction with working teams to achieve coordination and collaboration.
- Enhance leadership skills and team management to motivate individuals and achieve strategic goals.
- Provide the necessary foundations for making informed decisions and effectively analyzing data and information.

Target Audience:

- Department managers and heads of departments.
- Employees seeking to develop their administrative and leadership skills.
- Companies and organizations aiming to improve the performance of their senior management staff.

Outlines:

Day 1: Introduction to Administrative Management

- Definition and importance of administrative management.
- The role of administrative management in achieving organizational goals.
- Analysis of changes and trends in modern management.

Day 2: Strategic Planning and Project Management

- Fundamentals of strategic planning and its applications in management.
- Project management techniques for achieving timelines and budgets.

Day 3: Developing Communication and Negotiation Skills

- Effective communication methods within and outside the organization.
- Negotiation techniques and conflict resolution in the workplace.

Day 4: Team Leadership and Employee Motivation

- Fundamentals of leadership and its applications in building effective teams.
- Strategies for motivating employees and enhancing individual and group performance.

Day 5: Strategic Analysis and Decision-Making

- Data and information analysis for making informed strategic decisions.
- Using modern tools to support the decision-making process in management.

Registration form on the Training Course: Administrative Management for Executive Success

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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):
 Position:
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 Personal E-Mail:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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