Global Horizon
TRAINING CENTER

Training Course:
Advanced Financial and Administrative Management for General Managers

29 March - 2 April 2027
Rome (Italy)

Training Course:
Advanced Financial and Administrative Management for General Managers

Training Course code: FI235681 From: 29 March - 2 April 2027 Venue: Rome (Italy) - Training Course Fees: 6050 Euro

Introduction

This program is designed to enhance the capabilities of General Managers in Financial and Administrative Affairs by strengthening their skills in financial planning, budgeting, cost control, compliance, and administrative operations management.

It focuses on practical approaches to improving financial performance, optimizing resources, and aligning administrative processes with organizational goals. The training combines case studies and real-world applications to build strong technical and analytical skills.

By the end of the program, participants will be able to manage financial and administrative functions more effectively and support sustainable organizational performance.

Target Audience

- General Managers of Financial and Administrative Affairs
- Senior executives responsible for finance and administration functions
- Finance and accounting managers seeking advanced technical expertise
- Administrative managers aiming to strengthen operational efficiency
- Professionals involved in financial planning, budgeting, and cost control
- Decision-makers responsible for aligning financial and administrative strategies
- Managers seeking to enhance analytical and strategic management capabilities
- Individuals responsible for organizational performance and resource optimization

Objectives

- Master advanced financial planning and analysis techniques.
- Develop robust strategies for effective administrative management.
- Gain insights into compliance, budgeting, and cost control.
- Understand operational efficiency and resource allocation.
- Implement financial risk management strategies.

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Outlines

Day 1:

Advanced Financial Planning and Budgeting

- Techniques for strategic financial planning.
- Best practices in budget preparation and monitoring.
- Forecasting and variance analysis.

Day 2:

Financial Reporting and Compliance

- Understanding advanced financial reporting standards.
- Key principles of regulatory compliance and risk management.
- Utilizing financial data for decision-making.

Day 3:

Administrative Operations Management

- Streamlining administrative processes for efficiency.
- Effective resource allocation and management.
- Policy formulation and documentation.

Day 4:

Cost Control and Operational Efficiency

- Advanced methods for cost optimization.
- Enhancing productivity through efficient operations.
- Monitoring and evaluation of administrative projects.

Day 5:

Integrated Financial and Administrative Strategies

- Aligning financial and administrative functions for organizational success.

- Case studies and practical applications.
- Action plan development for implementation in current roles.

Registration form on the Training Course: Advanced Financial and Administrative Management for General Managers

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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, Egypt.