Global Horizon
TRAINING CENTER

Training Course:
Communication, Coordination & Leadership

7 - 11 March 2027
Amman (Jordan)

Training Course:
Communication, Coordination & Leadership

Training Course code: LS1060 From: 7 - 11 March 2027 Venue: Amman (Jordan) - Training Course Fees: 4200 Euro

Introduction

It has been said that all business is a conversation, and it is the ability of individuals at all levels in an organization to create and maintain meaningful dialogue that ultimately drives business success. This "conversation" relies on excellent communication skills. The most effective leaders are skilled communicators, capable of coordinating and leading their teams by creating an environment where others genuinely want to work. Skilled coordinators manage time, people, and priorities while influencing at all levels and displaying leadership qualities that inspire others to follow them.

Objectives

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

- Increase self-awareness to understand their strengths and identify gaps as leaders and coordinators.
- Learn practical ways to address and improve their leadership and coordination skills.
- Understand the subjective experiences of others and how to respond effectively.
- Demonstrate advanced communication skills, both verbally and non-verbally.
- Coordinate people, events, and projects confidently.
- Manage time and teams effectively to achieve goals.
- Understand what motivates people at work and how to increase motivation.
- Be aware of the latest leadership theories and their practical application in the workplace.

Target Audience

- Senior Executives and Directors
  Leaders responsible for creating and maintaining effective communication and coordination across departments.
- Middle and Senior Managers
  Managers aiming to strengthen their leadership and coordination skills to better lead teams and projects.
- Project and Program Managers
  Professionals who oversee team-based projects and are responsible for coordinating people, resources, and tasks.
- Team Leaders and Supervisors
  Leaders looking to improve team communication and enhance coordination within their teams.
- HR and Organizational Development Professionals
  HR leaders focused on developing communication and leadership skills in employees at all levels.
- Aspiring Leaders and High-Potential Employees
  Individuals who wish to develop their leadership, communication, and coordination skills for future leadership roles.

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5-Day Training Outline

Day 1: Who Do You Think You Are?

- Self-awareness and personal profiling
- Assessing your current leadership style and abilities as a coordinator
- Identifying your preferred team role
- Understanding your own communication style

Day 2: Enriching Your Communication Skills

- Understanding subjective experience and communication
- Advanced language patterns for influence
- Mastering questioning and listening techniques
- Motivation and behavioral drivers
- Exploring hygiene factors and motivators
- Glasser's innate drivers and filters of experience
- The emotional loop and its impact on communication

Day 3: The Skills of the Coordinator

- Effective time management and prioritization techniques
- Teamworking skills and collaboration
- Essentials of project management and meeting management
- Using IT tools to support coordination activities

Day 4: The Modern Leader

- Exploring the 10 types of intelligence
- Emotional intelligence and its role in leadership
- Theory X and Theory Y: Push and pull leadership
- Leadership values and organizational culture
- Adapting leadership styles to your organization's culture

Day 5: Communicating, Coordinating, and Leading

- Analyzing feedback: What do people say about your team, and what do you want them to say?
- Identifying key challenges for your team and strategies to meet them
- Case study: Communicating, coordinating, and leading in practice
- Personal action planning for ongoing development

Registration form on the Training Course: Communication, Coordination & Leadership

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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.