



*Training Course:
Communication, Coordination & Leadership*

*8 - 12 March 2027
Vienna (Austria)*

Training Course: Communication, Coordination & Leadership

Training Course code: LS234678 From: 8 - 12 March 2027 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

Introduction

Effective communication, coordination, and leadership are essential competencies for achieving organizational success in today's dynamic business environment. Organizations rely on professionals who can communicate clearly, coordinate efficiently, and lead confidently to ensure smooth operations, strong teamwork, and successful outcomes.

Highly effective leaders and coordinators are distinguished by their ability to influence others, manage relationships, organize priorities, and inspire teams toward shared goals. This program is designed to strengthen participants' communication capabilities, coordination techniques, and leadership effectiveness through practical tools and modern management approaches.

The program enables participants to enhance self-awareness, improve interpersonal communication, manage teams and projects efficiently, and apply leadership practices that drive engagement, collaboration, and performance excellence.

Course Objectives

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

- Develop effective verbal and non-verbal communication skills.
- Improve self-awareness and interpersonal effectiveness.
- Coordinate tasks, teams, meetings, and projects professionally.
- Apply time management and prioritization techniques effectively.
- Strengthen leadership and influencing capabilities.
- Build and maintain productive working relationships.
- Understand motivation and employee engagement principles.
- Apply emotional intelligence in communication and leadership situations.
- Manage workplace interactions and challenges with confidence.
- Create practical action plans to improve communication, coordination, and leadership performance.

Target Audience

- Team Leaders and Supervisors
- Project Coordinators
- Administrative and Office Professionals
- Middle Managers
- HR and Organizational Development Professionals
- Professionals Transitioning into Leadership Roles

- Employees Responsible for Coordination and Team Communication

5-Day Training Outline

Day 1: Self-Awareness and Leadership Foundations

- Self-awareness and personal effectiveness
- Personal profiling and behavioral styles
- Understanding leadership styles
- Assessing coordination capabilities
- Team roles and collaboration styles
- Communication style assessment
- Building leadership confidence

Day 2: Advanced Communication Skills

- Communication principles and barriers
- Verbal and non-verbal communication techniques
- Active listening and questioning skills
- Influencing and persuasion methods
- Understanding motivation and behavioral drivers
- Emotional responses and communication
- Managing workplace interactions effectively

Day 3: Coordination and Organizational Skills

- Time management and prioritization
- Planning and organizing work activities
- Team coordination techniques
- Essentials of project coordination
- Effective meeting management
- Problem-solving and decision-making
- Using digital and IT tools for coordination

Day 4: Leadership and Emotional Intelligence

- Modern leadership concepts
- Emotional intelligence in leadership
- Leadership influence and relationship management
- Theory X and Theory Y leadership approaches
- Values-based leadership
- Organizational culture and leadership impact
- Motivating and engaging teams

Day 5: Integrating Communication, Coordination & Leadership

- Building professional reputation and credibility
- Managing team performance and expectations
- Identifying workplace challenges and solutions

- Communication and leadership case studies
- Practical coordination and leadership exercises
- Developing personal improvement plans
- Final review and action planning

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

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Payment Method

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