Special Courses · SC367

Leadership Mastery: Navigating the Office Environment

Duration	Fee	Category
1 Week	**from £1,400**	**Special Courses**
Ref	Language	Certificate
SC367	**English**	**Certificate of attendance**

Introduction

This 5-day training programme combines the essential elements of strategic leadership and office management to provide a comprehensive understanding of how to effectively lead and manage in today's fast-paced business environment. Participants will gain practical skills and insights to help them become more effective and confident leaders, as well as more efficient and productive office managers.

Objectives

- To understand the principles and practices of strategic leadership and how to apply them in the workplace.
- To develop the skills and knowledge needed to effectively manage and lead teams, communicate with stakeholders, and make informed decisions.
- To learn the fundamentals of office management, including how to manage workflow, processes, and technology.
- To acquire the tools and techniques needed to manage financial resources, improve office systems, and build strong relationships with internal and external stakeholders.

Target Audience

- Professionals who hold leadership or management positions in their organisations and are looking to enhance their skills and knowledge in these areas.
- Office managers and administrators who are responsible for the day-to-day operations of their offices.
- Participants should have a basic understanding of business operations and administration, as well as an interest in personal and professional development.

Outlines

Day 1

- Introduction to strategic leadership

- Setting and communicating vision and mission
- Understanding and analysing the business environment

Day 2

- Developing strategic plans
- Leading and managing change
- Decision-making and problem-solving

Day 3

- Effective communication skills
- Leading and managing teams
- Motivating and inspiring others

Day 4

- Office management basics
- Managing workflow and processes
- Time and stress management

Day 5

- Financial management for office administrators
- Managing and improving office systems and technology
- Building and maintaining relationships with internal and external stakeholders

Dates & Venues

Date	Venue	Duration	Fee
22 - 26 Nov 2026	Amman (Jordan)	1 Week	£3,100
29 Nov 2026 - 3 Dec 2026	Cairo	1 Week	£3,100
7 - 11 Dec 2026	Kuala Lumpur	1 Week	£5,000
13 - 17 Dec 2026	Istanbul	1 Week	£5,000
20 - 24 Dec 2026	Online	1 Week	£1,400
20 - 24 Dec 2026	Dubai	1 Week	£3,650
20 - 24 Dec 2026	Manama (Bahrain)	1 Week	£3,650
21 - 25 Dec 2026	Madrid	1 Week	£5,000
28 Dec 2026 - 1 Jan 2027	London	1 Week	£5,000
28 Dec 2026 - 1 Jan 2027	Casablanca	1 Week	£3,600

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