Special Courses · SC367

Leadership Mastery: Navigating the Office Environment

Kuala Lumpur · 7 - 11 Dec 2026

Date	Venue	Duration
7 - 11 Dec 2026	**Kuala Lumpur**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**SC367**	**English**

Introduction

This 5-day training program 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 organizations 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 analyzing 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

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