

Mastering Communication, Coordination & Leadership Skills

Professional Skills
Vienna (Austria)
29 Sep - 03 Oct 2025

UK Traininig

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Mastering Communication, Coordination & Leadership Skills

Ref: 3228_134155 **Date:** 29 Sep - 03 Oct 2025 **Location:** Vienna (Austria) **Fees:** 4400 **Euro**

Course Description

This intensive 5-day course equips participants with advanced communication, coordination, and leadership skills essential for success in today's dynamic business environment. Through interactive sessions and practical exercises, attendees will develop the ability to inspire teams, manage projects effectively, and drive organizational success.

Learning Objectives

- Enhance verbal and non-verbal communication skills for effective leadership
- Develop strategies for coordinating teams and managing complex projects
- Learn techniques to motivate and influence others in various professional settings
- Acquire skills to navigate organizational change and resolve conflicts
- Master the art of delivering impactful presentations and leading productive meetings

Course Modules

Day 1: Foundations of Effective Communication

- Understanding communication styles and their impact
- Active listening and empathy in leadership
- Nonverbal communication and body language
- Overcoming communication barriers

Day 2: Advanced Coordination Techniques

- Project management fundamentals for leaders
- Time management and prioritization strategies
- Delegation and task allocation best practices
- Utilizing technology for efficient coordination

Day 3: Leadership Principles and Practices

- Leadership styles and situational leadership
- Building and maintaining high-performing teams
- Emotional intelligence in leadership
- Ethical decision-making and integrity

Day 4: Influence and Motivation Strategies

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The board has a checkered pattern. In the background, there are concentric circles radiating from the king piece.

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- Persuasion techniques for leaders
- Motivating diverse teams and individuals
- Negotiation skills for win-win outcomes
- Conflict resolution and mediation

Day 5: Communication in Action

- Crafting and delivering powerful presentations
- Leading effective meetings and discussions
- Crisis communication and reputation management
- Developing a personal leadership communication plan

Practical Wins for Participants

- Create a personalized communication strategy to enhance leadership effectiveness
- Develop a toolkit of coordination techniques to improve team productivity
- Design an action plan to implement newly acquired leadership skills
- Craft a compelling presentation to inspire and influence stakeholders

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