

BUSINESS COMMUNICATION, COORDINATION & LEADERSHIP

"Effective Leadership for Seamless Communication and Coordination"

Schedule

Date	Venue	Fees (Face-to-Face)
12 - 13 Aug 2026	Dubai, UAE	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective business communication and leadership are key to organizational success. This course focuses on enhancing communication skills, leadership qualities, and coordination strategies that drive organizational performance. Through interactive training, participants will learn how to lead effectively, communicate clearly, and coordinate successfully within teams to foster a productive work environment.

Participants will explore leadership theories, improve their communication techniques, and understand how to coordinate efforts across departments. By the end of the program, they will have the skills necessary to manage and lead teams in today's fast-paced, globalized business world.

Objectives

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

- Improve their business communication skills, both verbal and non-verbal.
- Apply effective leadership techniques to enhance team performance.
- Understand the importance of coordination and collaboration in achieving organizational goals.
- Develop strategies for resolving conflicts and fostering a positive work environment.
- Lead teams through challenges and changes with strong communication and coordination skills.

Target Audience

This program is designed for:

- Managers and team leaders looking to improve their leadership and communication skills.
- Professionals responsible for managing teams and coordinating efforts across departments.
- Business executives and entrepreneurs aiming to enhance their organizational coordination.
- HR professionals and communication experts focusing on improving workplace communication.

Individual Benefits

Key competencies that will be developed include:

- Enhanced leadership abilities, including decision-making and conflict resolution.
- Improved verbal and written communication techniques for better team and client interaction.
- Increased ability to coordinate and align teams with organizational objectives.
- Strengthened skills in managing and motivating teams, especially during crises.
- Practical strategies for increasing productivity and achieving business goals through effective leadership.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- A strong ability to lead teams toward improved performance and organizational success.
- Enhanced communication and coordination strategies that foster a collaborative work culture.
- Improved conflict management skills, leading to a more harmonious work environment.
- Increased alignment between leadership actions and organizational goals.
- Better decision-making processes with a focus on results-oriented leadership

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Overview of leadership theories and business communication models.
- Case Studies - Real-world examples of leadership challenges and communication successes.
- Workshops - Hands-on exercises to improve communication skills and leadership practices.
- Peer Exchange - Group discussions to exchange ideas on overcoming communication and leadership challenges.
- Tools - Templates and strategies for improving team coordination and leadership efficiency.

Course Outline

Detailed 2-Day Course Outline Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Leadership and Communication Fundamentals

- Module 1: Introduction to Leadership and Communication (07:30 – 09:30)
- Theories of leadership and their application in the business environment.
- Understanding effective communication: verbal, non-verbal, and digital communication.
- Key leadership styles and how to adapt to team needs.
- Module 2: Building Trust and Influence as a Leader (09:30 – 11:15)
- The importance of trust and influence in leadership.
- Building rapport with your team and stakeholders.
- Techniques for motivating and inspiring others.

Day 2: Coordination, Conflict Resolution, and Advanced Leadership Techniques

- Module 3: Effective Team Coordination and Collaboration (07:30 – 09:30)
- Strategies for improving team coordination and aligning objectives.
- Managing cross-functional teams and ensuring collaboration across departments.
- Techniques for delegating tasks and responsibilities effectively.
- Module 4: Conflict Resolution and Managing Change (09:30 – 11:15)
- Identifying sources of conflict and strategies for resolution.
- Leading through change and ensuring smooth transitions within teams.
- Conflict management and mediation techniques for leaders.

Certification

Participants will receive a Certificate of Completion in Leadership, Communication, and Coordination, demonstrating their ability to apply leadership and communication strategies to enhance business performance.

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