

## ADVANCED LEADERSHIP SKILLS FOR EXECUTIVES



**Date** : October 15 - 19, 2017  
**Duration** : 5 Days | Dubai, UAE  
**Price** : US\$ 2,450

### COURSE OBJECTIVE

To develop Leadership skills to deliver the necessary results to improve an organizations quality, productivity and customer service

### WHO SHOULD ATTEND?

Directors, Executives and General Managers and Managers who are responsible for others in getting results and who want to improve their skills.

Prerequisites  
 None

### Course Overview

- ▶ Know and understand the component parts of an excellent organization and the part that Leadership play
- ▶ Know and understand the critical actions of a leader
- ▶ Understand your Leadership style-which works and which does not
- ▶ Know your team role and why some teams don't work
- ▶ Achieving the task is critical-know and understand the necessary component parts to enhance your profile
- ▶ Why appraisals don't work-and what to do about it
- ▶ How to build and maintain winning teams
- ▶ Coaching for results-how to get the very best from individuals and understand the very latest communication skills
- ▶ Know your coaching style and effectiveness
- ▶ Know what questions to ask that will give you results every time
- ▶ Understand the critical issues in making important decisions
- ▶ Create outstanding practical actions to deliver the results you desire
- ▶ Deal even more effectively with difficult people
- ▶ Enhance your communication skills almost immediately!
- ▶ Improve your communication skills

### COURSE MATERIALS

Workshop support materials, videos, self-assessments. Also, only you will realize all the benefits from a follow up of action plans; as well as the advantages that many others have, of accessing, free of charge, our eBooks. These will enhance the participant's personal strengths, increase your knowledge and improve your development long after the workshop has finished. It will also support and reinforce the workshop actions.

# Registration and Further Information

(Please complete this form and send us back via fax or email)



## PERSONAL DETAILS

Please print clearly or attach business card:

1) **Name :** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

2) **Name :** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

3) **Name :** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Department: \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Nature of Business \_\_\_\_\_

Company Size:  1-9  10-24  25-49  50-99

100-249  250-499  500-999  1000+

## SPONSOR

We wish to register this delegate for the course indicated above. We undertake to pay for the period of the program (please print clearly)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REGISTRATION COURSE FEES

### ADVANCED LEADERSHIP SKILLS FOR EXECUTIVES

- US\$ 2,450 per delegate

- I would like information on holding this program in house

**We can bring this course in house directly to your workplace!**  
**Customized Training Programs**

The in-house training of Advanced Studies and Training Center  
Tel: +971 4 221 1141; Email: [info@astcdubai.com](mailto:info@astcdubai.com)

## DISCLAIMER

ASTC reserves the right to change or cancel any part of its published programs or teaching facility due to unforeseen circumstances

## HOTEL BOOKING

If you required assistance with booking accommodation for one of our courses, please contact our staff on the following numbers:

Tel: +971-4-2211141, Fax: +971-4-2211848 or Email us on [info@astcdubai.com](mailto:info@astcdubai.com)

## TRAINING COURSE

### ADVANCED LEADERSHIP SKILLS FOR EXECUTIVES

- October 15 - 19, 2017

In order to guarantee a place on the course delegates are kindly requested to register at least 4 weeks in advance

## METHOD OF PAYMENT

1. Please find enclosed a cheque for US\$ \_\_\_\_\_ made payable to **Advanced Studies and Training Centre**
2. Transfer : Commercial Bank of Dubai  
**Branch:** Mankhool Street | **Account Number** 1000125334  
**Routing Number:** 502320103 | **Swift Code:** CBD – UAE. AD
3. Please invoice my institution.  
An invoice will be sent to the mentioned institution on receipt of registration form. Please fill out the sponsor's details below.

## CREDIT CARD:

Please Charge my : (Card Type)

- Master Card  Visa Card

Card Holder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Security Code No. \_\_\_\_\_

Amount to be Charge \_\_\_\_\_

Tel. \_\_\_\_\_ Mob. \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SAVE MONEY! DISCOUNTS AND PROMOTIONS!

- Register one month in advance and received up 10% discount.
- Group of 3 more delegates from the same organization receive a 10% discount
- OR**
- FREE Attendance for 5<sup>th</sup> delegate from the same organization

## TRAINING REGISTRATION DETAILS

### TERM & CONDITIONS:

1. Fees Include all the tuition, full course documentation, lunches and refreshments for the duration of the program.
2. Incidental expenses: ASTC is NOT responsible for covering airfare or other travel costs incurred by delegates. Delegates will be responsible for their own accommodations.
3. PLEASE NOTE that ASTC reserves the right to refuse admission to the training if proof of payment has not been received prior to the start of the program.
4. An invoice will be sent upon receipt of the registration form. Payment must be received in full 2 weeks prior to the course start
5. **CANCELLATION POLICY**
  - a) A full refund less on administration fee of US\$ 100 will be given for cancellation requests received up to 45 working days prior the event. Cancellation must be made in writing (letter or fax) and reach this office before the 45 days deadline.
  - b) Delegates who cancel than 45 working days before the event, or who don't attend are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within the next 6 months of the initial application. Of course, a replacement is always welcome.

I understand and accept the booking Term & Conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

*5 Easy Ways to Register & Obtain Further Information*

1 Tel : + 971 4 221 1141

2 Fax : + 971 4 221 1848

3 P. O. Box: 6878, Dubai, UAE

4 Website : [www.astcdubai.com](http://www.astcdubai.com)

5 Email : [info@astcdubai.com](mailto:info@astcdubai.com)