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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Certificate in Strategic Management and Leadership

التميز في الادارة الاستراتيجية والقيادة

1 - 5 April 2018

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



[ProjacsAcademy.com](http://ProjacsAcademy.com)



## Introduction

We believe that leaders are more “made” than “born.” Current leadership research indicates that there are few genetic characteristics that influence one's ability to become a leader. Our role in the program is not to teach one how to become a leader, but to help one learn how to become a more effective leader. From our perspective, leadership is a life-long journey. This course can help you acquire the knowledge, skills, feedback, and opportunities necessary for personal growth.

The program focuses on individual development and is based on the belief that individuals can expand their leadership capacities; they can learn, grow, and change. Imagine increasing productivity, reducing waste and improving customer satisfaction by developing a process for effectively solving problems and decision making.

These benefits and many others are the excellent reasons to learn the creative problem solving techniques outlined and build a toolkit for solving problems and decision making that form part of everyday life in today's organization.

The format for the program includes discussion, readings, group activities, and pairing with a mentor.

## Objectives

**At the end of this course trainees will be able to:**

- Inspire and motivate participants to further develop their leadership skills
- Encourage to take the initiative to use their passion to take action
- Encourage participants to approach the different styles of leadership with thought and action.
- Provide participants with technical knowledge and practical training on the methodologies and tools of problem solving and Decision Making.

## Who Should Attend?

The course for all leaders, managers and employees who have potentials to get promoted in all careers in both private or governmental organizations, and local or multinational enterprises.

## Course Outline

### Day One

- Background and leadership theories.
- Leaders vs. Managers.
- Leadership styles.
- Leadership competency model.
- Exercises.

### Day Two

- Developing leadership effectiveness.
- Lesson from leaders.
- Your Leadership Style & Strengths
- Using power and influence to get things done
- Leadership communication strategies
- The decision making model
- Generate alternatives
- Brainstorming

### Day Three

- Check board
- Adapt or build on the past
- Evaluate options
- Criteria check board
- Evaluate options
- Sort by category
- Rank order
- Advantage /disadvantage
- Pro/con
- What I like

### Day Four

- Select the final solution
- Consensus
- Straw voting
- Multi-voting
- Negative voting
- Revisiting earlier
- Problem-solving outcomes
- Other problem solving techniques
- Legitimize problems
- Best/worst/most probable
- Problems as given/ problems as understood
- Is/Is not
- Diagram/fishbone
- Basic questions
- Break into components
- Force field analysis
- Ask an expert

### Day Five

- Types of decision
- Autocratic
- Consultative
- Group
- The decision making process
- Decision making under certainty
- Decision making under uncertainty
- Information technology and decision making systems
- Guidelines for making good decisions
- Making bad decisions
- Evaluations

### Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

### Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

### Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

### Course Fees\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

نعتقد ان مفهوم الزعماء والقادة يتم صناعتهم أكثر من مفهوم انهم ولدوا هكذا قادة . تشير الابحاث ان القيادة الحالية تقوم على اساس ان هناك بعض الخصائص الوراثية التي تؤثر في قدرة احد ان يصبح زعيما أو قائدا.

دورنا في هذا البرنامج لا يقوم على تعليم احدا كيف يصبح زعيما او قائدا. بل على مساعدة و تعليم الافراد على كيفية وصوله ان يكون قائدا أكثر فعالية. ومن وجهة نظرنا ، فان القيادة رحلة طويلة في الحياة. هذا البرنامج يمكن ان يساعدك على اكتساب المعارف والمهارات والمعلومات والفرص اللازمة لنمو الشخصية القيادية. ويركز البرنامج على تنمية قدرات الأفراد ، ويستند الى الاعتقاد بأن الافراد يمكن ان توسع قدراتهم القيادية عن طريق التعلم والنمو والتغيير.

## الاهداف

- مصدر إلهام وتحفيز المشاركين على تطوير مهاراتهم القيادية
- تشجيع المشاركين لأخذ زمام المبادرة لاستخدام شغفهم لاتخاذ إجراءات وقرارات مؤثرة وصحيحة
- تشجيع المشاركين من الاقتراب من أنماط مختلفة للقيادة.
- تزويد المشاركين بالمعرفة التقنية والتدريب العملي على المنهجيات والأدوات لحل المشاكل واتخاذ القرارات.
- تطوير ورفع مستوى المهارات. وبطبيعة الحال سوف نؤكد أيضا على نماذج وعمليات صنع القرار

## الحضور

هذا البرنامج موجه الي جميع المديرين والقادة والموظفين الذين لديهم امكانيات للحصول على ترقية في جميع المهن في كل من المنظمات الخاصة أو الحكومية، والشركات المحلية أو المتعددة الجنسيات.