Projacs
an egis company
بروجاكس للتدريب والتطوير
Projacs Training and Development

Management and Leadership Skills for New Managers and Supervisors

المفاهيم الإدارية الحديثة للمدراء والمشرفين الجدد

15 – 19 July 2018

Dubai / United Arab Emirates

A Member of:
PROJACS ACADEMY

ProjacsAcademy.com

Introduction

This Workshop offers an extensive training on Leadership and Management in the 21st Century. This workshop will provide the most comprehensive training on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills. It introduces The Nature of Leadership, The Nature of Managerial Work, Perspectives on Effective Leadership Behavior, Participative Leadership, Delegation, and Empowerment, Managerial Traits and Skills Theories of Effective Leadership, Leading Change in Organizations, Leadership in Teams and Decision Groups, Strategic Leadership by Top Executives and Developing Leadership Skills

Objectives

- To learn strategies and tools to overcome 21st Century challenges
- To become a more Productive Manager.
- To develop Effective Communication Skills and appreciation of the inter-functional coordination necessary for quality service.
- To learn different Management Styles and how to deal with it.
- To learn the importance of Productive Performance Appraisal
- To Learn Different Leadership Styles
- To become a better Leader in the 21st Century

Who Should Attend?

- Middle Management
- Top Management

Course Outline

Day One

- Management Process
- Planning
- Organizing
- Leading
- Control
- Nature of Managerial Work
- Strategic Management

Day Two

- The Nature Of Leadership
- The Nature of Managerial Work
- Effective Creative Leadership
- Change Management
- Productive Performance Appraisal
- Delegation and Empowerment

Day Three

- Organizational Behavior
- Multi Culture
- Diversity
- Effective Communication
- Leadership in Teams
- Leadership in Decision Groups

Day Four

- Leadership Styles
- Developing Leadership Skills
- Competent Leadership
- Leadership Dimensions
- Leadership in the 21st Century

Day Five

- Managerial Grid Styles
- Creativity
- Innovation
- Critical Thinking
- Emotional Intelligence
- The Habits of Highly Effective Leaders and Managers
- Related DVDs

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

تقدم ورشة العمل هذه تدريبا مكثفا على القيادة والإدارة في القرن ٢١. هذا وسوف توفر الورشة تدريب أشمل على القيادة والفعالية الإدارية في المنظمات الرسمية مع اقتراحات عملية لتحسين مهارات القيادة. فهو يقدم طبيعة القيادة، طبيعة العمل الإداري، وجهات نظر حول سلوك القيادة الفعالة.

الاهداف

- معرفة الاستراتيجيات والأدوات للتغلب على التحديات القرن ٢١
- لتصبح مدير أكثر إنتاجية .
- تطوير مهارات الاتصال الفعال والتقدير للتنسيق بين الوظائف اللازمة لجودة الخدمة.
- معرفة أنماط الإدارة المختلفة وكيفية التعامل معها.
- معرفة أهمية تقييم الأداء الإنتاجي
- معرفة أنماط قيادية مختلفة
- لتصبح أفضل رائد في القرن ٢١

الحضور

- الإدارة العليا
- الإدارة الوسطي