



PROJACS ACADEMY  
by egis



# The Complete Executive Leadership Program

البرنامج التنفيذي المتكامل للقادة والمدراء

20 November – 01 December 2023

London / UK

## Introduction

This course offers an extensive training on Executive Leadership in the 21<sup>st</sup> Century. It will provide the most comprehensive training on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership and Creativity skills.

The course introduces The Nature of Leadership, The Nature of Managerial Work, Perspectives on Effective Leadership Behavior, Communication, Problem Solving, Decision Making, Time Management, Handling Stress, Safety, and HR Planning & Budgeting, Team Work, Confidence, Coaching & Monitoring, Conflict Management, Creativity & Innovation, and Goal Setting

## Objectives

- To learn strategies and tools to overcome 21<sup>st</sup> Century challenges
- To become a more effective and Leader.
- 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
- Team Work
- Goal Setting
- Coaching and Mentoring
- Conflict Management
- Creativity and Innovation
- To become a better Leader in the 21<sup>st</sup> Century

## Who Should Attend?

- Top Management
- Middle Management
- Finance Manager
- Human Resources Manager

## 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
- Effective Communication
- Human Resources Triangle

### Day Three

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

### Day Four

- Leadership Styles
- Followers Types
- Developing Leadership Skills
- Competent Leadership
- Leadership Dimensions

- Leadership in the 21st Century
- Stress Management
- Time Management

### **Day Five**

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

### **Day Six and Seven (*WEEKEND*)**

### **Day Eight**

- Communication (concept, objectives, importance)
- The components of the communication process, and elements of effective communication
- Types of oral communication and non-verbal
- Means of communication
- Davis model for communications
- Effective communication skills with the public and subordinates
- The Johari Window model

### **Day Nine**

- Patterns of representative
- Building rapport with the other
- Communication Theories
- Methods of Communication
- Communication obstacles and overcome them

### **Day Ten**

- Listening (concept, objectives, importance)
- Listening Features
- Stages of the process of listening
- Body Language
- How to read body language signs and gestures
- Reading and analyzing body language

- Body language signals and meanings :-
- Eyes | mouth | head | arms | hands | handshakes | legs and feet | personal space

### **Day Eleven**

- Persuasion (the concept, objectives, importance)
- The impact of the four models
- Elements of the process of persuasion
- Methods and skills of persuasion
- Tools of persuasion
- Success factors of persuasion
- Dealing with difficult people with foul

### **Day Twelve**

- Dumping and presentation
- Assess your abilities in the Presentation
- How to face fear and controlled?
- Break the psychological barrier?
- Presentation: Before the show, during the show, concluding the presentation
- Methods and secrets of the ten providers of television programs and radio
- Role-playing
- Workshops and laboratories applied

## 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 7” Tablet 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\*

- **8,000 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

تقدم هذه الدورة تدريباً مكثفاً على القيادة في القرن ٢١. انه يقدم طبيعة القيادة، و طبيعة العمل الإداري، وجهات نظر حول سلوك القيادة الفعالة، والقيادة التشاركية، التفويض، و التمكين، والمهارات الإدارية و نظريات القيادة الفعالة، قيادة التغيير في المنظمات، القيادة في فرق و مجموعات القرار، والعمل الإداري ومهارات التقديم والاتصالات وحل المشكلات واتخاذ القرارات وإدارة الوقت وضغوط العمل والموارد البشرية والتخطيط والقيادة الاستراتيجية من كبار التنفيذيين وتطوير مهارات القيادة الإبداعية شجاعة مع الأخلاقيات المهنية و التدريب.

## الاهداف

في نهاية هذه سوف يتمكن المتدربون من:

- معرفة استراتيجيات وأدوات للتغلب على التحديات في القرن ٢١
- فنون التدريب والأخلاق
- تطوير مهارات الاتصال الفعال والتقدير من التنسيق بين الوظائف اللازمة ل جودة الخدمة
- معرفة أساليب الإدارة المختلفة وكيفية التعامل معها
- معرفة أهمية الإنتاجية وتقييم الأداء
- معرفة أنماط القيادة المختلفة
- تعلم أنماط مختلفة
- إدارة فرق العمل
- إدارة الصراعات وحل النزاعات
- مراقبة والتوجيه لتحسين الأداء
- وضع أهداف المنظمات وجهات العمل
- لتصبح أفضل قائدا في القرن ٢١

## الحضور

- الإدارة العليا
- الإدارة المركزية
- المدير المالي
- مدير الموارد البشرية