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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Government Leaders Competency Development تطوير كفاءات القادة الحكوميين

26 – 30 January 2020

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

What makes for a great leader? Is it something to do with inward characteristics, such as confidence and focus? Is it more about outward presence, including charm and compassion? Or is it about the ability to create a vision and get others to commit to it?

At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. Leaders must get their message out in a way that inspires, make the most of their limited time, and build roads to precious resources. They must negotiate alliances, improve their colleagues, and align the ambitions of the many with the needs of the organization.

This workshop is for people who are, or will be promoted to a leadership responsibility, or who are interested in preparing themselves for future leadership positions. This workshop is designed to help participants overcome many of the leadership challenges they will encounter in their first few months as leaders. Dealing with the many problems a new leader encounters isn't easy, but it doesn't have to lead to discouragement.

## Objectives

**By the end of this course practitioners shall learn to:**

- Master Peter Senge's five disciplines
- Add Kouzes and Posner's five practices to their life
- Build trust with their employees
- Develop key management skills, including change management, time management, critical thinking, delegation, problem solving, presentation strategies, communications, strategic planning, and feedback techniques
- Use Robert Cialdini's six influence strategies to their advantage

## Who Should Attend?

Managers, Supervisors and Senior Staff.

## Course Outline

### **DAY 1:**

- Introduction and Course Overview
- The Learning Organization
- The Five Disciplines
- Leadership
- The Five Practices

### **DAY 2:**

- Trust
- Change
- The Four Room Apartment
- Time Management
- Managers vs. Leaders

### **DAY 3:**

- Types of Thinking
- Influence Strategies
- Relationships
- Problem Solving
- Strategic Planning

### **DAY 4:**

- Delegation
- Criteria for Useful Feedback
- Feedback Techniques
- Body Language

### **DAY 5:**

- Meetings
- Skillful Speaking
- Personal Development
- Workshop Wrap-Up

## 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, and 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*