



PROJACS ACADEMY
by @egis

Essential Skills for Line Managers

المهارات الأساسية للمدراء والمسؤولين
لإنهاء الأعمال بفعالية

21 August – 01 September 2023

Barcelona / Spain

Introduction

This Workshop offers an extensive training on Innovative and Creative Leadership in the 21st Century. This workshop will provide the most comprehensive training on leadership 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 to achieve the most successful Business Operation.

The course will focus also on the use of excellent practices that would deliver an effective and efficient management of project work, establishing priorities and meeting deadlines and is an important part of customer service. This is very important since the level of competition in current business environments requires an emphasis on practices that assist in management of personal and work group tasks and projects.

Objectives

- To learn strategies and tools to overcome 21st Century challenges
- To become a more Creative and Competent Leader.
- 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 Learn Different Followers Styles
- To become a better Leader in the 21st Century
- To develop skills necessary to get work completed on time and to identify how to establish and maintain task deadline.

Who Should Attend?

- Top Management
- Middle Management

Course Outline

Day One

- The Management Process
- Planning
- Organizing
- Leading
- Control
- Nature of Managerial Work
- Creativity

Day Two

- Innovative Leadership
- 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
- Followers Types
- 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 Manager

Day Six and Seven (WEEKEND)

Day Eight

- Understanding the role of self-management in managing tasks
- Overview and context of task management
- Reasons for the current focus in business on managing tasks
- How work is accomplished in organizations
- Role of strategic management in leadership

Day Nine

- Planning in Management of Tasks
- Objectives, assumptions, and constraints at work
- Integrating a scope, work structure and management plan in assignments
- Learning to manage stakeholders.
- Risk techniques that affect tasks, priorities, and deadlines
- Skills necessary to lead and manage work tasks.

Day Ten

- Setting Priorities & Deadlines in Time Management
- Using the manner, we approach work as an initial time management plan
- Planning for time management
- Meeting deadlines
- Integrating time management into development of priorities
- Developing a personal plan, with a 'to do' list and priorities
- Dealing with time wasters,
- Procrastination and bosses

Day Eleven

- Skills Required to Deal with People
- Skills required to obtain the help of others on tasks
- Ways of working with others
- Skill in accomplishment of tasks

- Interpersonal work styles of self and other
- Task flexibility and versatility in people leadership

Day Twelve

- Personally, Managing Tasks
- Communication for success in tasks
- Characteristics of proper communication
- How to deal with human change patterns
- How to be more effective with self-management

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*

- **8,500 USD**
**VAT is Excluded If Applicable*

المقدمة

تقدم هذه الدورة تدريباً مكثفاً على القيادة المبتكرة والإبداعية. هذه الدورة سوف توفر التدريب الأكثر شمولاً على فعالية القيادة في المنظمات الرسمية مع اقتراحات عملية لتحسين مهارات القيادة. تقدم طبيعة القيادة، وطبيعة العمل الإداري، ووجهات نظر حول سلوك القيادة الفعالة، والقيادة التشاركية، والتمكين، والمهارات الإدارية ونظريات القيادة الفعالة، وقيادة التغيير في المنظمات، والقيادة في فرق ومجموعات القرار، والقيادة الاستراتيجية من كبار التنفيذيين وتطوير مهارات القيادة لتحقيق عملية الأعمال الأكثر نجاحاً.

وسوف تركز هذه الدورة أيضاً على استخدام الممارسات الممتازة التي ستسلم إدارة فعالة وكفؤة لعمل المشروع وكذلك وضع الأولويات والالتزام بالمواعيد النهائية للوصول إلى إرضاء العملاء. وهذا أمر مهم للغاية نظراً لمستوى المنافسة في بيئة الأعمال الراهنة والذي يتطلب التركيز على الممارسات التي تساعد في إدارة المهام الجماعية والعمل والمشاريع.

الإهداف

بنهاية هذه الدورة سيتمكن المشاركون من التعرف على الآتي:

- معرفة استراتيجيات وأدوات للتغلب على تحديات القرن
- كيف تصبح قائداً ومبدعاً
- معرفة أساليب الإدارة المختلفة وكيفية التعامل معها
- معرفة أهمية تقييم الأداء
- لمعرفة أنماط القيادة المختلفة
- لتصبح قائداً أفضل
- تطوير المهارات اللازمة للحصول على العمل المنجز في الوقت المحدد وتحديد كيفية إنشاء والحفاظ على الموعد النهائي لإتمام أو تسليم المهمة.

الحضور

- الإدارة العليا
- الإدارة الوسطى