



an e egis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Modern Management Techniques in Performing Work Assignments Effectively

الإدارة الحديثة في إنهاء الأعمال وانجازها بفعالية

21 – 25 September 2020

London / United Kingdom

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

With a host of new challenges and responsibilities to tackle; Managers need training like never before. Learning how to supervise new employees on a trial and error basis can lead to discouragement. This five-day workshop will help you teach participants how to overcome many of the problems a Manager may encounter.

Objectives

By the end of this course practitioners shall learn to:

- Clarify the scope and nature of a supervisory position.
- Learn some ways to deal with the challenges of the role.
- Recognize the responsibilities you have as a Middle Manager, to yourself, your team, and your organization.
- Learn key techniques to help you plan and prioritize effectively.
- Acquire a basic understanding of leadership, team building, communication, and motivation, and what part they play in effective supervision.
- Develop strategies for motivating your team, giving feedback, and resolving conflict.

Who Should Attend?

Managers, Supervisors and Team Leaders, as well as newly promoted Senior Staff and those being prepared for promotion into a supervisory role.

Course Outline

Day 1:

- Introduction and Course Overview
- Adjusting to Your Role
- A Manager's Responsibilities
- Setting Goals
- Making Plans

Day 2:

- Leadership
- The Situational Leadership Model
- Problem Employees
- Synergy

Day 3:

- Trust
- Team Development
- Communication
- The Communication Process

Day 4:

- Motivation
- Orientation
- Training
- Providing Feedback

Day 5:

- Delegation
- Dealing with Conflict
- Discipline
- 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*

- **4,500USD**
**VAT is Excluded If Applicable*