



PROJACS ACADEMY
by @egis



Excellence in Management Planning, Performance & Coaching, Budgeting, Recruitment & Change Management

برنامج مهارات الإدارة والقيادة الفعالة

09 – 13 January 2023

Istanbul / Turkey

Introduction

This course offers an extensive training on management skills, planning organizational and corporate performance, coaching, budgeting, recruitment and focused leadership with measurement metrics including key performance indicators to maximize organizational effectiveness. It covers the importance of human resources capital in effective organization.

Objectives

- Organizational and Corporate Performance Pillars
- Management Process
- Strategic Management
- Performance Management
- Planning
- Coaching
- Budgeting
- Recruiting
- Measurement Metrics
- Balanced Scorecards
- Key Performance Indicators
- Total Quality Management
- Kaizen Methods
- Supply Chain Management
- Leadership Styles and Dimensions
- Transforming Followers
- Strategic Thinking and Planning
- Emotional Intelligence
- Change Management

Who Should Attend?

- Top Management
- Middle Management

Course Outline

Day One

- Organizations and Performance
- Effectiveness of the New Organization Structure
- Performance Focused Leadership
- The Nature of Managerial Work
- Effective Leadership
- Leadership Dimensions
- Change Management
- Productive Performance

Day Two

- Human Resources Management
- The Human Asset
- Recruiting
- Strategic Management Process
- Environmental Scanning
- Strategic Thinking and Planning
- Tools and Techniques for New Strategy Formulation
- Leadership and Followers
- Effective Communication
- Leadership in Teams
- Leadership in Decision Groups
- Leadership Styles

Day Three

- Budgeting
- Financial Process
- Business Process
- Performance Metrics
- Key Performance Indicators
- Quantitative Indicators
- Practical Indicators
- Directional Indicators
- Actionable Indicators
- Financial Indicators

Day Four

- Kaizen Performance Leadership Techniques
- Leadership and Strategy
- Total Quality Management
- Supply Chain Management
- New Strategy Formulation
- Strategy Implementation
- Strategy Evaluation and Control
- Proactive Leadership

Day Five

- Knowledge Management and KPIs
- Emotional Intelligence
- Critical Thinking
- Multi Culture
- Diversity
- Globalization
- The Habits of Highly Effective Leaders

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*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

يقدم هذا التدريب المكثف مهارات الإدارة والتخطيط التنظيمي والأداء المؤسسي، والتدريب ووضع الميزانية والتوظيف والقيادة المركزية مع قياس القياسات بما في ذلك مؤشرات الأداء الرئيسية لتحقيق أقصى قدر من الفعالية التنظيمية. وتغطي أهمية الموارد ورأس المال البشري في المؤسسة.

الاهداف

- أركان الأداء التنظيمية والمؤسسية
- عملية إدارة
- الإدارة الاستراتيجية
- إدارة الأداء
- التخطيط
- التدريب
- الموازنة
- توظيف
- مقاييس القياس
- بطاقات الأداء المتوازن
- مؤشرات الأداء الرئيسية
- إدارة الجودة الشاملة
- طرق كايزن
- إدارة سلسلة التوريد
- أنماط القيادة والأبعاد
- التفكير والتخطيط الاستراتيجي
- الذكاء العاطفي
- إدارة التغيير

الحضور

- الإدارة العليا
- الإدارة الوسطى