



PROJACS ACADEMY
by @egis



Team Management and Project-Based Management

إدارة فرق العمل المبنية على تقسيم الاعمال لمشاريع

29 May – 02 June 2023

San Francisco / USA

Introduction

This Workshop offers an extensive training on Team Management and Leadership Skills and Styles, Teamwork Building, Performance Management including concepts and techniques. Team Skills, Handling Conflicts, Effective Team Communication, Team tasks and Responsibilities for Supervisors and Team Leaders.

Objectives

- Team and Supervisors Leadership Skills
- Types of Followers
- To learn about Teams in Organizations
- Team Performance and productivity
- Team Building and Tasks
- Team Skills
- Team Rewarding
- Team Communication
- Team Conflicts
- Making the Right Decisions
- Becoming Systematic
- Ethical Standards

Who Should Attend?

- Middle Management
- Sales Managers
- Operations Manager
- Production Manager
- IT Manager
- Supervisors
- Finance Manager
- Human Resources Manager

Course Outline

Day One

- Leadership Dimensions and Styles
- Followers
- Charismatic Style
- The Basics of Team Work
- Teams in Organizations
- Team Performance Criteria and Threats to Productivity
- Rewarding Teamwork
- Building the Team: Tasks, People and Relationships

Day Two

- Sharpening the Team Mind
- Communication and Collective Intelligence
- Team Decision Making: Pitfalls and Solutions
- Conflict in Teams
- Managing Stress
- Create Opportunity and Leveraging Differences

Day Three

- Mastering Strategies for High Performance
- Networking
- Integrating across Teams
- Inter Team Relations: Competition and Cooperation
- Teamwork via IT : Challenges and Opportunities

Day Four

Effective Teams Formation

- Stages in Team Formation
- Task Leadership
- Transformational Team Leadership
- KPIs and CSF
- Kaizen Process

Day Five

- Change Management
- Globalization
- Diversity
- Multicultural
- Creativity
- Empathy
- Motivation
- Performance Metrics

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, 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*

- **6,200 USD**
**VAT is Excluded If Applicable*

المقدمة

يقدم هذا البرنامج تدريباً مكثفاً على إدارة الفريق ومهارات القيادة وأنماط، بناء فريق العمل، إدارة الأداء بما في ذلك المفاهيم والتقنيات. مهارات الفريق، والصراعات والاتصالات الفعالة في فريق العمل، والمهام والمسؤوليات لفريق المشرفين وقادة الفرق.

الاهداف

- فريق المشرفين والمهارات القيادية
- أنواع المتابعون
- لمعرفة المزيد عن الفرق في المنظمات
- أداء الفريق والإنتاجية
- بناء الفريق والمهام
- مهارات فريق
- كيفية مكافأة الفريق
- الاتصالات داخل الفريق
- الصراعات داخل الفرق
- اتخاذ القرارات الصحيحة
- المعايير الأخلاقية

الحضور

- الإدارة الوسطى
- مديري المبيعات
- مدير العمليات
- مديري الإنتاج
- مديري تقنية المعلومات