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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Excellence in Leadership and Management

## التميز في القيادة والإدارة الفعالة

20 – 24 July 2020

Barcelona / Spain

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 manage 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 any manager may encounter.

## Objectives

By the end of this course practitioners shall learn to:

- Clarify the scope and nature of a managerial position.
- Learn some ways to deal with the challenges of the role.
- Recognize the responsibilities you have as a 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 One:**

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

### **Day Two:**

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

### **Day Three:**

- Trust
- Team Development
- Communication
- The Communication Process

### **Day Four:**

- Motivation
- Orientation
- Training
- Providing Feedback

### **Day Five:**

- 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*