



PROJACS ACADEMY
by @egis



Excellence and Innovation in Performing Responsibilities and Work Quality

التميز والابداع في تنفيذ المسؤوليات بفعالية ومواجهة التحديات

07 - 11 August 2023

Munich / Germany

Introduction

The subject of Excellence and Innovation raises many questions: What is it? How does it differ from management and command? Are excellent leaders born or bred? Who are the leaders? Do we actually need leaders? Do we need Innovation?

Excellence is about stepping outside the comfort zone, training with a spirit of Endeavour, and accepting the inevitability of trials and tribulations. Progress is built, in effect, upon the foundations of necessary failure.

This is the essential paradox of expert performance. When these conditions are in place, learning takes off, knowledge escalates, and performance soars. You are on the path to excellence.

Inevitably, the answers are provocative and partial; excellent leadership is a hugely important topic of debate. There are constant calls for 'greater' or 'stronger' leadership, but what this actually means, how we can evaluate it, and why it's important are not very clear.

In this Training program we request delegates to rethink their understanding of what leadership is. We keep on overcoming challenges and executing responsibilities using innovation and creative tools.

Exploring the idea that leaders cannot exist without challenges and responsibilities and recognizing that we all have diverse experiences and assumptions of leadership, tolls, creative ways to overcome challenges, we look at the practice of management, its history, future, and influence on all aspects of society.

During this course we will cover many tools, skills, processes and methods that most excellent innovators and leaders need and use and we will take them back into our business and through real life case studies we will go through together how to apply them into day to day work. Some of these tools include, but not limited to:

- Innovation and continuous improvement
- Delegation
- Communication
- Problem Solving and Decision Making tools
- Performance Appraisals
- Motivation
- Situational Leadership
- Dealing with Conflicts and mistakes

Objectives

- Understand what Leadership is? How is it different from Management?
- Know what it needs to move from Junior levels to Senior Levels and Executive Levels.
- Master several Tools that every leader needs.
- Master innovation and creativity tools to overcome challenges
- Be able to apply all the knowledge, practice, tools and skills acquired into daily work.
- Have a clear action plan to what is our next step.
- Understand the responsibility towards team members and the organization, and being able to balance.
- Be able to empower, motivate and derive results with team members towards organizational goals.

Who Should Attend?

The training will be of value to Executives, line managers; team leaders, supervisors and junior level employees seeking to advance in the management levels and become leaders of the future. People who are or will be responsible for working on developing businesses and lead teams towards common targets and achieving goals.

It will also be of value to HR professionals, training officers, personnel staff and others who carry the responsibility for the design and implementation of such arrangements.

Course Outline

Day One

Understanding Leadership

- What is leadership?
- How is it different from Management?
- Difference in mindset from Team member to Team Leader
- Characteristics of a successful leader
- Leadership Challenges, and how to overcome them
- Core Values

Day Two

Knowing Self and Applying to real Life

- My challenges
- Situational leadership
- Real Case Studies and role models
- Action Plan for application

Introduction to project Management as a tool for excellent execution

- A great Tool for application
- HR Management
- Communication Management
- Risk Management

Day Three

Leadership Tools, processes and Skills

- Communication
- Negotiation
- Coaching
- Delegation
- Motivation
- Empowerment
- Problem Solving & Decision Making
- Innovation
- Continuous Improvement
- Conflict Management
- Stress Management
- Team Building & Team Management
- Handling Mistakes

- Performance Management
- Goal Setting

Day Four

Problem solving and challenge overcome toolkit:

- Brainstorming
- Delphi Techniques
- Force Field Analysis
- SWOT Analysis
- Root Cause Analysis
- Affinity Diagrams
- Scientific way of Thinking
- Critical Factor Method
- Criteria Method
- Mind Mapping
- 7 Basic Quality Tools
- EMV – Expected Monetary Value
- models related to negotiations.
- Planning and preparing for effective negotiations.
- Discussing the different forms used in negotiations.
- Reflecting on lessons learned and steps to ensure “true success”

Day Four

Implementing the Plan

- Final Project
- How to bond with your team and stakeholders
- Public Speaking
- Presentation Skills

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*

- **5,200 USD**
**VAT is Excluded If Applicable*

المقدمة

ان موضوع التميز والابداع يثير العديد من الأسئلة: ما هو التمييز؟ كيف تختلف الإدارة عن القيادة؟ هل القائد الممتاز يولد؟ من هم القادة؟ هل نحن فعلا بحاجة إلى قادة؟ هل نحن بحاجة للابتكار؟

ان التميز يتطلب الخروج من منطقة الراحة، ومن خلال المرور بالتجارب والمحن .يبني التقدم، هذه هي المفارقة الأساسية للأداء وعندما تتوفر هذه الشروط، يزداد التعلم، وتزداد المعرفة، ويرتفع الأداء .وتصبح على طريق التميز.

في هذا البرنامج التدريبي نطلب من الحضور إعادة التفكير في فهمهم لما هي القيادة . حيث سنسعى للتغلب على التحديات وتنفيذ المسؤوليات باستخدام الابتكار وأدوات إبداعية.

وخلال هذه الدورة سوف تغطي العديد من الأدوات والمهارات والعمليات والأساليب التي يستخدمها المبتكرين والقادة و سنعيد استخدامهم و تطبيقهم علي بعض "دراسات الحالة" و بعض من هذه الأدوات تشمل الاتي، ولكن ليس على سبيل الحصر:

- الابتكار والتحسين المستمر
- التفويض
- لاتصالات
- حل المشكلات وأدوات اتخاذ القرار
- تقييم الأداء
- التحفيز
- القيادة الظرفية
- التعامل مع النزاعات والأخطاء

الإهداف

- فهم ما هي القيادة؟ كيف تختلف عن إدارة؟
- التعرف على ما يحتاجه القائد للانتقال من المستويات العليا الي المستويات التنفيذية
- التمكن من العديد من الأدوات التي يحتاج كل زعيم.
- الابتكار والابداع والتمكن من أدوات التغلب على التحديات
- أن يكون قادرا على تطبيق جميع المعارف والممارسات والأدوات والمهارات المكتسبة في العمل اليومي
- ان يتم وضع خطة عمل واضحة إلى الخطوات التالية
- فهم المسؤولية تجاه أعضاء الفريق والتنظيم
- التعرف على كيفية تحفيز واستخلاص النتائج مع أعضاء الفريق من اجل تحقيق الأهداف التنظيمية

الحضور

سيكون التدريب ذو قيمة للمديرين التنفيذيين والمديرين؛ وقادة الفرق والمشرفين والموظفين وكل من يسعى للتقدم في مستويات الإدارة.

كما سيكون ذات قيمة لخبراء الموارد البشرية ومسؤولين التدريب والموظفين العاملين وغيرهم الذين يحملون المسؤولية لتصميم وتنفيذ هذه الترتيبات.