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بروجاكس للتدريب والتطوير  
Projacs Training and Development

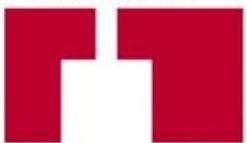
# Excellence in Leadership, Planning, Stress Control and Creativity

## الإبداع والتميز في القيادة والتخطيط والتنفيذ

02 – 06 November 2020

Istanbul / Turkey

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

In today's fast paced and changing work environment, the huge work-loads and high performance requirements; leadership excellence and meticulous planning become inevitable. Learning the traditional ways is important, yet new and creative ways is of similar importance. Even more, stress has become present in today's business world. In particular, business is constantly changing. Planning, stress management and creativity can help you be the best leader in today's modern organization.

## 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.
- Tools to help employees set and achieve goals.
- A three-phase model that will help participants prepare employees for peak performance, activate their inner motivation, and evaluate their skills.
- Understanding stress, discussing stress causes and preventers.
- Understanding creativity and its importance at the workplace

## Who Should Attend?

Managers, Supervisors and Team Leaders, as well as those being prepared to assume a managerial or supervisory position in the future.

## Course Outline

### **Day One:**

- A Manager's Responsibilities
- Making Plans
- Setting Goals

### **Day Two:**

- Leadership
- The Situational Leadership Model
- Problem Employees

### **Day Three:**

- Synergy
- Trust
- Communication
- The Communication Process
- Team Development

### **Day Four:**

- Stress at Work
- Drainers and Fillers
- Managing Stress

### **Day Five:**

- Definition of Creativity
- The pillars of creativity
- Unleashing participants' creativity

## 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\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*