



PROJACS ACADEMY  
by egis



# Best Practices in Managing & Directing your Department & Organization

أفضل الممارسات في قيادة وإدارة وتوجيه العمل

05 – 09 November 2023

Bahrain

## Introduction

This Workshop offers an extensive training on Management Skills for Directing the Organization and its different Functions and Departments Effectively. The Nature of Managerial Work, Empowerment, Managerial Traits and Skills with Management Process Implementation, and Leading Change in Organizations, Managing Teams and Decision Making and Conflict Management. Also Covers Creativity and Innovation in Today's Management.

## Objectives

- To Learn the Managerial Work Process and Skills
- To become a more Productive Manager.
- To learn different Management Styles and how to deal with it.
- Management Process
- Management Grid Styles
- Decision Making
- Problem Solving
- Time Management
- Creativity and Innovation

## Who Should Attend?

- Top Management
- Middle Management

## Course Outline

### Day One

- Management Process
- Planning
- Organizing
- Leading
- Control
- Nature of Managerial Work
- Managerial Grid Styles
- Strategic Management

### Day Two

- The Nature of Managerial Work
- The Nature of Organization
- Effective Leadership
- Change Management
- Productive Performance Appraisal
- Delegation and Empowerment
- Grid Of Effective Management
- Conflict Management

### Day Three

- Organizational Behavior
- Multi Culture
- Diversity
- Effective Communication
- Managing Teams
- Management in Decision Groups

### Day Four

- Management in the 21<sup>st</sup> Century
- Developing Managerial Skills
- Organizational Culture
- Planning and Organizing
- Motivation Skills
- Knowledge Management
- Talent Pipeline

### **Day Five**

- Managerial Styles
- Creativity
- Innovation
- Critical Thinking
- Emotional Intelligence
- The Habits of Highly Effective Leaders and Managers

### 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

تقدم ورشة العمل هذه تدريباً مكثفًا على المهارات الإدارية لتوجيه المنظمة ووظائفها وأقسامها المختلفة بشكل فعال. طبيعة العمل الإداري، والتمكين، والسمات الإدارية والمهارات مع تنفيذ عملية الإدارة، وقيادة التغيير في المنظمات، وإدارة الفرق وصنع القرار وإدارة الصراع. يغطي أيضًا الإبداع والابتكار في إدارة اليوم.

## الأهداف

- تعلم مهارات وعملية العمل الإداري
- كيف تصبح مديرًا أكثر إنتاجية
- تعلم أساليب الإدارة المختلفة وكيفية التعامل معها
- احتراف عملية الإدارة
- أساليب شبكة الإدارة
- صناعة القرار
- حل المشاكل
- إدارة الوقت
- الإبداع والابتكار

## الحضور

- الإدارة العليا
- الإدارة الوسطى