

## **Excellence in Management Planning, Performance & Coaching, Budgeting, Recruitment & Change Management**

برنامج مهارات الإدارة والقيادة الفعالة

15 - 19 January 2018, Istanbul

### **Introduction**

This Workshop offers an extensive training on Management Skills, Planning Organizational and Corporate Performance , Coaching, Budgeting, Recruitment and Focused Leadership with Measurement Metrics including Key performance Indicators to maximize organizational Effectiveness. It covers the Importance of Human Resources Capital in effective organization.

### **Program Objectives**

- Organizational and Corporate Performance Pillars
- Management Process
- Strategic Management
- Performance Management
- Planning
- Coaching
- Budgeting
- Recruiting
- Measurement Metrics
- Balanced Scorecards
- Key Performance Indicators
- Total Quality Management
- Kaizen Methods
- Supply Chain Management
- Leadership Styles and Dimensions
- Transforming Followers
- Strategic Thinking and Planning
- Emotional Intelligence
- Change Management

### **Who Should Attend**

- Top Management
- Middle Management

### **Course Outline**

#### **Day One**

- Organizations and Performance
- Effectiveness of the New Organization Structure
- Performance Focused Leadership
- The Nature of Managerial Work
- Effective Leadership
- Leadership Dimensions
- Change Management
- Productive Performance

- Delegation and Empowerment

## Day Two

- Human Resources Management
- The Human Asset
- Recruiting
- Strategic Management Process
- Environmental Scanning
- Strategic Thinking and Planning
- Tools and Techniques for New Strategy Formulation
- Leadership and Followers
- Effective Communication
- Leadership in Teams
- Leadership in Decision Groups
- Leadership Styles

## Day Three

- Budgeting
- Financial Process
- Business Process
- Performance Metrics
- Key Performance Indicators
- Quantitative Indicators
- Practical Indicators
- Directional Indicators
- Actionable Indicators
- Financial Indicators

## Day Four

- Kaizen Performance Leadership Techniques
- Leadership and Strategy
- Total Quality Management
- Supply Chain Management
- New Strategy Formulation
- Strategy Implementation
- Strategy Evaluation and Control
- Proactive Leadership

## Day Five

- Knowledge Management and KPIs
- Emotional Intelligence
- Critical Thinking
- Multi Culture
- Diversity
- Globalization
- The Habits of Highly Effective Leaders

Related DVDs

### **Training Method**

- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Self-test and group activities
- Each participant receives a binder containing a copy of the presentation slides and handouts

### **Program Support:**

This program is supported by interactive discussions, role play, case studies and to highlight the techniques available to the participants.

<b><u>Course Fee :</u></b>	US\$ 2,950
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## برنامج مهارات الإدارة والقيادة الفعالة

تقدم هذه الورشة تدريب مكثف على مهارات الإدارة والتخطيط التنظيمي والأداء المؤسسي، والتدريب ووضع الميزانية والتوظيف والقيادة المركزية مع قياس القياسات بما في ذلك مؤشرات الأداء الرئيسية لتحقيق أقصى قدر من الفعالية التنظيمية. و تغطي أهمية الموارد و رأس المال البشري في المؤسسة

### اهداف البرنامج:

بعد الانتهاء من هذه الدورة سيتمكن المشاركون من التعرف على:

أركان الأداء التنظيمية والمؤسسية

- عملية إدارة
- الإدارة الإستراتيجية
- إدارة الأداء
- التخطيط
- التدريب
- الموازنة
- توظيف
- مقاييس القياس
- بطاقات الأداء المتوازن
- مؤشرات الأداء الرئيسية
- إدارة الجودة الشاملة
- طرق كايزن
- إدارة سلسلة التوريد
- أنماط القيادة والأبعاد
- التفكير والتخطيط الاستراتيجي
- الذكاء العاطفي
- إدارة التغيير

### الحضور:

- الادارة العليا
- الادارة الوسطى