



# Leadership and Strategic Planning - Executive Program

القيادة والتخطيط الاستراتيجي - برنامج تنفيذي

12 – 24 December 2024

Los Angeles, California - USA

## Introduction

This two-week workshop, offers an extensive training on Leadership and Management in the 21st Century. The workshop will provide the most comprehensive training on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills. It introduces The Nature of Leadership, The Nature of Managerial Work, Perspectives on Effective Leadership Behavior, Participative Leadership, Delegation, and Empowerment, Managerial Traits and Skills Theories of Effective Leadership, Leading Change in Organizations, Leadership in Teams and Decision Groups, Strategic Leadership by Top Executives and Developing Leadership Skills to lead the 21st Century Organization.

During the workshop we will consider what 'Leadership' means, and what the role of the Leader entails. We'll investigate what makes teams successful, and the Leader's role in the team's success. Leadership requires excellent communication, and we'll enhance our questioning, listening, and rapport-building skills, as well as investigating some guidelines for successful meetings.

We'll explore methods of developing and empowering people, through training, coaching, supporting and delegating. We'll discover how to inspire the best performance through recognition and reward, and adopt a supportive approach to correcting mistakes and disciplining people. During the course we'll learn how to prepare for and conduct Performance Review meetings, including content and strategy. We'll also discuss some Time Management and 'Survival tips' to maximise your effectiveness, as well as your enjoyment of the Leadership role.

## Objectives

This is an experientially-based dynamic process whereby delegates not only to know, but also learn to reflect on and to apply knowledge.

Delegates will be comfortable practicing the new skills learnt in the program thus enhancing their overall competence, reflecting on their values and beliefs, sharing personal perspectives, listening to the views of others and thereby broadening their own perspectives.

By the end of this course practitioners shall learn to:

- 21<sup>st</sup> Century challenges
- Leadership and Management Today
- Future Leadership Skills
- Dimensions of Leaderships
- Styles of Leaders.
- Types of Followers
- To learn the importance of Human Capital
- Knowledge Management
- Talent Pipeline
- To become a better Leader
- Organization and Strategy

### Who Should Attend?

Delegates working in leadership roles who desire to enhance their leadership competencies and maximize effectiveness in current positions.

**Course Outline****Day One:**

- The New Organization
- Organizational Culture
- Organizational Iceberg
- Management Process
- Planning and Organizing
- Nature of Managerial Work
- Strategy
- Vision and Mission

**Day Two:**

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

**Day three and Four (WEEKEND)****Day Five:**

- Leadership and Organizational Behavior
- Multi Culture
- Diversity
- Effective Communication
- Leadership in Teams
- Leadership in Decision Groups

**Day Six:**

- Leadership Styles
- Developing Leadership Skills
- Competent Leadership
- Leadership Dimensions
- Leadership in the 21st Century

**Day Seven:**

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

**Day Eight:**

- The Foundations of Leadership and Teams
- What is leadership?
- The definition of a leader/follower
- Characteristics – features that distinguish effective leaders
- Leadership vs. Managing
- Investigate what 'Leadership' means in today's businesses, and how it differs from yesterday's concept of 'Management'.
- Gain insight into the indirect control, or influence, we have over colleagues and the results of the team.

**Day Nine:**

- Consider the value of working in teams, and what a team needs in order to function successfully.
- Gain an understanding of 'Employee Empowerment', and the Leader's role in inspiring people to perform at their greatest potential.
- Communication and Meetings
- Investigate the types and frequency of meetings we should facilitate with individuals, and the team as a group, for effective Leadership.
- Understand that good communication is the cornerstone of effective Leadership.
- Enhance rapport-building, questioning, and listening skills to ensure open communication.
- Learn how to project approachability and authority via body language and speech techniques.

**Day Ten and Eleven (WEEKEND)**

**Day Twelve:**

- Identify leader's behaviors which will increase team members' trust and respect for them.
- Adopt supportive yet assertive approaches to resolving conflicts within the team.
- Understand how to successfully facilitate meetings for effective outcomes.
  
- Principles for Effective Goal Setting
- Investigate the importance of goal setting in generating results.
- Follow guidelines for the goal setting process to generate team members' commitment for achievement and success.
- Adopt an approach which helps keep people focused on their goals

**Day Thirteen:**

- Developing and Empowering People
- Consider the leader's role in skill transference, induction and training.
- Discuss what 'coaching' means, and techniques for successful coaching.
- Recognize the benefits of delegation for increasing productivity and developing the capabilities of team members.
- Discuss the principles of effective delegation.
- Conducting Performance Review Meetings
- Understand the importance of measuring and monitoring performance, and providing formalized feedback to inspire enhanced performance.
- Adopt an approach for continual assessment, and 360 degree reviews, to make preparation for performance reviews unbiased and comprehensive.
- Explore a proven structure to the performance review meeting, with a step by step outline of content and strategy.
- Time Management and Survival Tips
- Discuss lifestyle issues which impact on your success as a Leader.
- Explore techniques to minimize time wasted in the workplace.
- Adopt a mindset which enhances your results, as well as increasing your enjoyment of the Leadership role

### 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\*

- **8,000 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

سوف تقدم ورشة العمل هذه، تدريباً مكثفاً على القيادة والإدارة في القرن 21. سوف توفر التدريب الأكثر شمولاً على القيادة والفعالية الإدارية في المنظمات الرسمية مع اقتراحات عملية لتحسين مهارات القيادة. انه يقدم طبيعة القيادة، وطبيعة العمل الإداري، وجهات نظر حول سلوك القيادة الفعالة، القيادة التشاركية، وفد، والتمكين، و الصفات المهارات الإدارية ونظريات القيادة الفعالة، قيادة التغيير في المنظمات، القيادة في فرق و مجموعات القرار، والقيادة الاستراتيجية من كبار التنفيذيين و تطوير المهارات القيادية خلال القرن 21.

سننظر فيما تعنيه كلمة "القيادة" وما يستلزمه دور القائد. سنبحث في أسباب نجاح الفرق ودور القائد في نجاح الفريق. تتطلب القيادة تواصلًا ممتازًا، وسنعزز مهارات طرح الأسئلة والاستماع وبناء العلاقات، بالإضافة إلى التحقق من بعض الإرشادات الخاصة بالاجتماعات الناجحة.

سوف نستكشف معاً طرق تطوير وتمكين الأفراد، من خلال التدريب، والتوجيه، والدعم، والتفويض. سنكتشف كيف نلهم أفضل أداء من خلال التقدير والمكافأة، وتبني نهجاً داعماً لتصحيح الأخطاء وتأييد الأشخاص. خلال الدورة سوف نتعلم كيفية التحضير لعقد اجتماعات مراجعة الأداء، بما في ذلك المحتوى والاستراتيجية. سنناقش أيضاً بعض "نصائح إدارة الوقت" و "البقاء على قيد الحياة" لزيادة فعاليتك إلى أقصى حد، بالإضافة إلى استمتاعك بدور القيادة.

## الاهداف

هذه الدورة ستكون عبارة عن عملية ديناميكية قائمة على التجربة، وسيتعلمون أيضاً التفكير في المعرفة وتطبيقها.

سيكون المشاركون مرتاحين لممارسة المهارات الجديدة المكتسبة في البرنامج وبالتالي تعزيز كفاءتهم العامة، والتفكير في قيمهم ومعتقداتهم، وتبادل وجهات النظر الشخصية، والاستماع إلى آراء الآخرين وبالتالي توسيع وجهات نظرهم الخاصة.



في نهاية هذه الدورة المتدربين سوف يتمكن المتدربون من:

- تحديات القرن 21.
- القيادة والإدارة اليوم.
- مهارات القيادة في المستقبل.
- أبعاد القيادة.
- أنماط القادة.
- إدارة المعرفة.
- المواهب في مرحلة الإعداد.
- لتصبح قائدا أفضل.
- استراتيجية التنظيم.

الحضور

القياديين الذين يرغبون في تعزيز كفاءاتهم القيادية وتعظيم الفعالية في المناصب الحالية.