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بروجاكس للتدريب والتطوير
Projacs Training and Development

Leadership Dynamics Stimulus, Vision & Change

التوجيه والقيادة والتحفيز والرؤية والتغيير

02 – 13 November 2020

Barcelona / Spain

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

Week One:

This Workshop offers an extensive training on Dynamics of Leadership. It covers Leadership Dimensions, Skills and Styles, Building Followers, Performance Management including concepts and techniques. This workshop will provide the most comprehensive training on leadership and managerial effectiveness in Future 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.

It explains what makes a leader, the practices and commitments of effective leadership, how to shape organizational excellence, which global competencies are critical to success today and how to gain personal mastery of your own leadership including Interpersonal Skills, Communication, Business Ethics and Multi Culture.

Week Two:

A strategic leader must develop sensing networks, expand the target audience, gather and broaden the power base, alert the organization that change is coming, actively manage the planning and execution processes by linking every day-to-day action to the vision for change, continually communicate the vision for change to key internal and external constituencies, know about and plan for overcoming resistance, and be prepared for unexpected but necessary mid-course corrections.

What type of change is needed? The answer depends on the nature of changes in the environment, how well strategic leaders have scanned the environment and anticipated the need for change, and the nature of the organization itself

Objectives

Week One:

- Dimensions and Dynamics of Leadership
- New Leadership Skills
- New Organizational Structure and Behavior
- Leadership Skills
- Leadership Styles and Dimensions
- Charismatic Leadership
- Transforming Followers
- To learn about Teams in Organizations
- Leadership Performance and productivity
- Followers Building and Tasks
- Effective Communication
- Making the Right Decisions
- Emotional Intelligence
- Creativity
- Innovation
- Multi-Cultural and Diversity
- Becoming Empathetic
- Globalization

Week Two:

- Be a leader with a vision, not just a manager
- Look beyond the leadership stereotypes
- Understand Situational Leadership
- Influence with passion and empower others to act
- Communicate with confidence and clarity so you are always understood
- Use creative problem solving & decision making methods
- Improve your influence by developing listening and questioning skills
- Give feedback to inspire greater performance with engagement and buy in
- Identify and manage conflict within the team
- Lead and motivate your team in a changing environment
- Learn about effective change management strategies
- Understand and recognize individual motivators for change and how to use them

- Recognize that everybody's personal change journey will be different
- Develop a change management & communications plan
- Gain skills required to lead a change project, celebrating a successful change and sharing the benefits and results with all staff
- Master strategies to align people with change, appealing to emotions & fact
- Understand the importance of resiliency in the context of change
- Learn to foster resiliency throughout a change project
- Understand the importance of flexibility and how to foster this strategy throughout a change project

Who Should Attend?

- Top Leaders
- Top Management
- Human Resources Management

Course Outline

Week One:

Day One:

- Dimensions and Dynamics of New Leadership
- The Nature Of Leadership
- The Nature of Managerial Work
- Effective Leadership
- Change Management
- Productive Performance
- Delegation and Empowerment
- Leadership Dimensions

Day Two:

- Leadership and Followers
- Effective Communication
- Leadership in Teams
- Leadership in Decision Groups
- Leadership Styles
- Charismatic Leadership
- Developing Leadership Skills
- Leadership in the 21st Century

Day Three:

- Effective Communication
- Problem Solving and Decision Making
- Leadership Grid Styles
- Empathetic Leadership
- Creative Leadership
- Innovative Leadership

Day Four:

- Leadership and Strategy
- Strategic Thinking
- Strategic Planning
- Strategic Management Process
- Environmental Scanning
- Proactive Leadership

- New Organizational Structure
- New Organizational Behavior and Development

Day Five:

- Emotional Intelligence
- Leadership Creativity and Innovation
- Critical Thinking
- Business Ethics
- Multi Culture and Diversity
- Globalization
- The Habits of Highly Effective Leaders

Week Two:

Leadership Defined

- The Definition of Leadership
- Leadership Characteristics
- Leadership Concepts
- A Brief History
- 3 Common Leadership Theories

Approaching Leadership Concepts

- Which Style Fits Best?
- Evolving Your Approach
- 10 Proven Leadership Concepts

The Situational Leader

- The Situational Leader: Conversations
- The Situational Leader: Coaching
- The Situational Leader: Involvement
- The Situational Leader: Delegation

Your Individual Inventory

- Kouzes and Posner Theories
- Your Individual Inventory
- Planning for Success

Sharing Inspirational Visions

- Documenting Your Vision
- Sharing Your Vision
- Understanding the Impact

Be an Inspirational Innovator

- Thinking Outside the Square
- Finding Internal Innovation Skills
- Continuously Improving
- Champion Change Management

Empowering Others to Take Action

- Fostering Continuous Improvement
- Building Respect and Trust
- Trust is a Key Component

Becoming an Empowered Leader

- Assertiveness Required
- Conflict Resolution Planning
- Getting "Buy In"
- Make a Decision

The Art of Influencing Others

- Persuasion is an Art
- Influence Explained
- Having a Real Effect on Others

Communicate with Words

- Active Listening Skills
- Powerful Questioning Techniques
- Communication with Intention

Communicate with Body Language

- Body Language Explained
- What is Your Body Saying?
- Learn Best Practice Articulation

Giving Constructive Feedback

- What is a Feedback Sandwich?
- Delivering Constructive Assessments
- Managing Toward Positive Change

Goal Setting for Success

- Goals in the GROW Model
- Where Should the Goals be Focused?
- SMART Goals Explained

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*

- **8,500USD**
**VAT is Excluded If Applicable*

مقدمة

الأسبوع الأول:

هذا البرنامج يقدم تدريباً مكثفاً على ديناميكيات القيادة. وهو يغطي الأبعاد والقيادة، والمهارات والأنماط، والبناء في إدارة الأداء، بما في ذلك المفاهيم والتقنيات. وهذا البرنامج يقدم التدريب الأكثر شمولاً على القيادة والفعالية الإدارية في المنظمات المستقبلية مع اقتراحات عملية لتحسين مهارات القيادة. إنه يقدم طبيعة القيادة، وطبيعة العمل الإداري، ووجهات نظر حول سلوك القيادة الفعالة، والقيادة التشاركية، الوفاء، والتمكين، والصفات والمهارات الإدارية في نظريات القيادة الفعالة، وقيادة التغيير في المؤسسات، والقيادة في الفرق ومجموعات القرار، والقيادة الاستراتيجية من جانب كبار المسؤولين التنفيذيين وتطوير مهارات القيادة.

وهذا ما يفسر ما يجعلك زعيماً، وممارسات والتزامات القيادة الفعالة، وكيفية تشكيل التفوق التنظيمي وكيفية اكتساب التمكن من القيادة بما في ذلك المهارات الشخصية الخاصة بك، أخلاقيات الاتصال التجارية، والثقافة.

الأسبوع الثاني:

يجب على القادة الاستراتيجي أن يقوم بتوسيع قاعدة السلطة، وتوسيع الجمهور المستهدف، وتنبيه المنظمة أن التغيير قادم، وإدارة عمليات التخطيط والتنفيذ من أجل التغيير، التواصل والعمل باستمرار على إيصال رؤيته للتغيير للدوائر الداخلية والخارجية، معرفة وخطة للتغلب على المقاومة، وأن يكون على استعداد لا تغيرات غير متوقعة ولكنها تحتاج إلى التصحيح.

ما نوع التغييرات المطلوبه؟

ان الجواب يعتمد على طبيعة التغييرات ، ومدى قدره القائدة الاستراتيجي وطبيعة المنظمة نفسها

أهداف البرنامج

في نهاية هذه الدورة المتدربين سوف يتمكن المتدربون من:

- كيف تكون قائد عنده رؤيه وليس مجرد مدير
- النظرة وراء الصور النمطية للقيادة
- فهم القيادة الظرفية
- التأثير وتمكين الآخرين
- التواصل مع الثقة والوضوح بحيث يمكنك فهم دائماً
- استخدام الاساليب الابداعيه لحل المشكلات و صنع القرار
- تحديد وإدارة الصراع داخل الفريق

- قيادة وتحفيز الفريق
- التعرف على استراتيجيات فعالة لإدارة التغيير
- فهم والتعرف على المحفزات الفردية من أجل التغيير وكيفية استخدامها
- تطوير وإدارة التغيير
- اكتساب مهارات المطلوبة لقيادة مشروع التغيير،

الأسبوع الثاني:

- ديناميكيات وأبعاد القيادة
- مهارات قيادية جديدة
- الهيكل التنظيمي الجديد والسلوك
- مهارات القيادة
- أنماط القيادة والأبعاد
- القيادة الكارزمية
- لمعرفة الفرق في المنظمات
- أداء القيادة والإنتاجية
- أتباع البناء والمهام
- الاتصال الفعال
- اتخاذ القرارات الصحيحة
- الذكاء العاطفي
- الإبداع
- الابتكار
- موضوع التنوع الثقافي
- الذكاء العاطفي
- العولمة

الحضور

- كبار القادة
- الإدارة العليا
- إدارة الموارد البشرية