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بروجاكس للتدريب والتطوير
Projacs Training and Development

People Management Process and Technology

تقنية ومنهجية إدارة الأفراد

15 – 19 November 2020

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

With a host of new challenges and responsibilities to tackle; Managers need training like never before. Learning how to manage new employees on a trial and error basis can lead to discouragement. This workshop will help train participants on how to overcome many of the problems that managers may encounter.

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.
- Develop strategies for motivating your team, giving feedback, and resolving conflict

Who Should Attend?

- Managers, Department Heads, and Team Leaders.
- All senior staff prepared to assume, or currently assuming, their first supervisory responsibility.

Course Outline

Day 1:

- Introduction and Course Overview
- Adjusting to Your Role
- A Manager's Responsibilities
- Setting Goals

Day 2:

- Making Plans
- Leadership
- The Situational Leadership Model

Day 3:

- Problem Employees
- Synergy
- Trust
- Team Development

Day 4:

- Communication
- The Communication Process
- Motivation
- Orientation
- Training

Day 5:

- Providing Feedback
- Delegation
- Dealing with Conflict
- Discipline
- Workshop Wrap-Up

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:

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|---------------------|------------------|
| • 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*