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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Excellence in Leadership and Management

## التميز في القيادة والإدارة الفعالة

02 – 06 August 2021

Barcelona



[ProjacsAcademy.com](http://ProjacsAcademy.com)



## Introduction

With a host of new challenges and responsibilities to tackle, managers need training like never before. Learning how to manage employees on a trial and error basis can lead to discouragement. This five-day workshop will help you teach participants how to overcome many of the problems any manager 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, Supervisors and Team Leaders, as well as newly promoted Senior Staff and those being prepared for promotion into a supervisory role.

## Course Outline

### DAY 1:

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

### DAY 2:

- Leadership
- The Situational Leadership Model
- Problem Employees
- Synergy

### DAY 3:

- Trust
- Team Development
- Communication
- The Communication Process

### DAY 4:

- Motivation
- Orientation
- Training

## Providing Feedback

### DAY 5:

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:

- 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\*

- **4,500USD**

*\*VAT is Excluded If Applicable*