



an eegis company

بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Leadership and Management in Action: Leading for Work Success

التميز في ممارسة المهارات  
القيادية والإدارية وتنفيذ المهام الصعبة

08 – 12 August 2021

Dubai / United Arab Emirates



## Introduction

This Workshop offers an extensive training on Leadership and Management in the 21st Century. This 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.

## Objectives

- To learn strategies and tools to overcome 21st Century challenges
- To become a more Productive Manager.
- To develop Effective Communication Skills and appreciation of the inter-functional coordination necessary for quality service.
- To learn different Management Styles and how to deal with it.
- To learn the importance of Productive Performance Appraisal
- To Learn Different Leadership Styles
- To become a better Leader in the 21st Century

## Who Should Attend?

- Top Management
- Middle Management

## Course Outline

### Day One

- Management Process
- Planning
- Organizing
- Leading
- Control
- Nature of Managerial Work
- Strategic Management

### Day Two

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

### Day Three

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

### Day Four

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

### Day Five

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

### 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, 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\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

تقدم ورشة العمل هذه تدريباً مكثفاً على القيادة والإدارة في القرن ٢١. هذا وسوف توفر الورشة تدريباً أشمل على القيادة والفعالية الإدارية في المنظمات الرسمية مع اقتراحات عملية لتحسين مهارات القيادة. فهو يقدم طبيعة القيادة، طبيعة العمل الإداري، وجهات نظر حول سلوك القيادة الفعالة.

## الاهداف

- معرفة الاستراتيجيات والأدوات للتغلب على التحديات القرن ٢١
- لتصبح مدير أكثر إنتاجية.
- تطوير مهارات الاتصال الفعال والتقدير للتنسيق بين الوظائف اللازمة لجودة الخدمة.
- معرفة أنماط الإدارة المختلفة وكيفية التعامل معها.
- معرفة أهمية تقييم الأداء الإنتاجي
- معرفة أنماط قيادية مختلفة
- لتصبح أفضل رائد في القرن ٢١

## الحضور

- الإدارة العليا
- الإدارة الوسطى