



The Manager Development Program - Creating and Qualifying Future Leaders (TAWTEEN PROGRAM)

برنامج تطوير المدراء - تأهيل قادة المستقبل
(برنامج توطين)

19 – 23 February 2023

Riyadh / KSA

Introduction

One of the most significant initiatives in the Gulf nations to develop leaders and realise Vision 2030 is the Tawteen Program.

Through a strategy that provides a suitable work environment in order to achieve job stability, "Tawteen" targets recent graduates of both genders and workers who want to advance in their ranks, with the goal of targeting specific percentages of jobs to employ male and female citizens on an equal basis. Strive for places of greater leadership.

Objectives

At the end of this course, the participants will be able to make the transition from professional to leader by:

- Discovering your own preferred team roles
- Improving core skills of effective management and leadership
- Understanding how to motivate and reward excellence
- Understanding the culture of your organization
- Practicing team dynamics

Who Should Attend?

Those who want to make the transition from competent professional to inspirational leader. Also, those who need a deeper understanding of what drives individual behavior and group dynamics.

Course Outline

Day One

Managing of a Team

- Delegating effectively
- How to set goals
- S.M.A.R.T. goals
- Coaching and on-the-job training
- Giving Praise effectively
- Counselling for performance improvement
- Dealing with difficult employees

Day Two

Understanding People

- Individual characteristics
- Personality styles and traits
- Attitudes and behavior
- Types of organizational culture
- Developing organizational culture
- Healthy organizational culture

Day Three

Assuring the Best Result From Your Team

- Group Dynamics
- Team roles and complementarities
- Team formation and dynamics
- Functional and dysfunctional group behavior
- Motivational process
- Managing People
- Motivation techniques
- Reward systems in high performance work systems
- How to reward and inspire your team

Day Four

Organization Influence

- The Individuals Needs Framework
- Selecting strategies and dialogues for each decision making style
- The difference between Management & Leadership
- Leadership and emotional intelligence
- The effects of different leadership styles
- Communicating your concepts

Day Five

Managing Change Successfully

- Sources of resistance to change
- Coping with change
- Choosing a strategy to implement change
- Team leading change
- Communicating change
- Mastering the art of speaking as a change leader

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*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

يعتبر برنامج توطين من أحد أهم برامج الدول الخليجية في إعداد القادة، التي تهدف لتحقيق رؤية ٢٠٣٠.

ويهدف "توطين" إلى خلق فرص وظيفية للباحثين عن عمل من رجال ونساء، بغرض استهداف نسب محددة من الوظائف لتوظيف المواطنين والمواطنات بشكل متكافئ، من خلال استراتيجية توفر بيئة عمل مناسبة وذلك لتحقيق الاستقرار الوظيفي مستهدفاً المتخرجين حديثاً من الجنسين، والموظفين الذين يودون أن يرتقوا في العمل لاستلام مناصب قيادية أعلى.

الاهداف

بنهاية هذه الدورة سيتمكن المشاركون من التعرف على الآتي:

- معرفة استراتيجيات وأدوات للتغلب على تحديات القرن
- كيف تصبح قائداً ومبدعاً
- معرفة أساليب الإدارة المختلفة وكيفية التعامل معها
- معرفة أهمية تقييم الأداء
- لمعرفة أنماط القيادة المختلفة
- لتصبح قائداً أفضل

الحضور

من يريدون الانتقال من المهنية المختصة الى شخصيه الزعيم الملهم. أيضاً، أولئك الذين يحتاجون إلى فهم أعمق لما يدفع السلوك وديناميكية المجموعات.