



an  egis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Excellence in Leadership and Management

التميز في القيادة والإدارة الفعالة

20 – 24 July 2020

Barcelona / Spain

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 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 One:

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

Day Two:

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

Day Three:

- Trust
- Team Development
- Communication
- The Communication Process

Day Four:

- Motivation
- Orientation
- Training
- Providing Feedback

Day Five:

- 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*