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بروجاكس للتدريب والتطوير
Projacs Training and Development

Modern Management Techniques in Performing Work Assignments Effectively

الإدارة الحديثة في انهاء الاعمال وانجازها بفعالية

23 – 27 September 2019

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 supervise new 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 a Manager may encounter.

Objectives

By the end of this course practitioners shall learn to:

- Clarify the scope and nature of a supervisory position.
- Learn some ways to deal with the challenges of the role.
- Recognize the responsibilities you have as a Middle 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*

- **3,950USD**
**VAT is Excluded If Applicable*