

**Course Overview:**

In today's world middle and senior level managers are faced with increasingly complex responsibilities. In order to meet this challenge they must be continually sharpening their management skills. This programme will focus on the management and leadership skills necessary for success in today's fast changing business environment. In this programme you will learn how to:

- Manage and motivate people more effectively
- Create and harness the power of high performance teams
- Understand and effectively utilize strategic planning techniques
- Negotiate for positive results
- Utilize the Baldrige performance criteria as a standard of excellence and benchmark for your organization

**Course Objective:**

- Consider methods for improving management performance
- Gain insights into the successful implementation of teams
- Study the techniques of strategic planning
- Develop their skills in the area of negotiating
- Analyze the Baldrige award criteria for excellence
- Examine the application of management best practices

**Course Outline:**

1. Positive Thinking
2. Understanding The Business Planning Context
3. Preparing A Business Plan
4. Resource Requirements And Action Planning
5. SWOT Analysis

**Who Should Attend:**

This programme is specifically designed for managers in all areas of operations who seek to manage the process of change and improve the performance of their area of responsibility. It is an opportunity for all managers to advance their management thinking and keep abreast of the most modern concepts in management. It will be of benefit to:

- Managers responsible for organizational improvement
- Managers concerned with achieving standards of excellence
- Managers interested in enhancing their management skills
- Managers interested in enhancing their leadership skills
- Managers with responsibility for strategic planning
- Managers with responsibility for team leadership

**Training Language:**

EN / AR

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation