

# Developing Skills for Dealing with Bosses & Colleagues

**MB117** 

## **Course Overview:**

People who attend this will learn a set of principles that will change the way they view their lives as well as their performance on the job. They will grow in self-understanding, confidence, personal effectiveness, and their ability to handle the challenges and opportunities of the workplace. This is not a quick fix, but an introduction to skills and principles which will help you to develop self-mastery and enhance your ability as a leader in your organisation.

# **Course Objective:**

- -This workshop helps employees to:
- -Recognizing and "owning" your choices
- -Embracing reality and exercising responsibility
- -Conquering your life's key moments
- -Clarifying your vision and defining your purpose
- -Acting with integrity through valuing who you are
- -Critical leadership skills
- -Advanced techniques of interpersonal communication
- -Empowering delegation skills
- -Giving constructive feedback

#### **Course Outline:**

- -Future leaders
- -Creative leadership
- -Innovative leadership
- -Strategic leadership
- -Organizational culture
- -The nature of leadership
- -Learn the meaning and nature of personal responsibility
- -Understand how you avoid taking responsibility for yourself
- -Creating a vision
- -Leadership and management
- -Understanding your own leadership style
- -Delegation and empowerment
- -Leading teams
- -Working with others.

### Who Should Attend:

Managment Team, supervisors and any worker from any department.

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## Training Language:

EN / AR

## **Training Methodology:**

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



