

Effective Supervisory Skills & Leading, **Administrative Excellence**

MB125

Course Overview:

This Workshop offers an extensive training on Innovative and Creative Supervisor and Leadership in the 21st Century. This workshop will provide the most comprehensive training on leadership effectiveness in formal organizations with practical suggestions for improving leadership skills. It introduces The Nature of Leadership, The Nature of supervisor Work, Perspectives on Effective Leadership Behavior

Course Objective:

- -Knowledge of the major and essential supervision and management skills
- -To become a more Effective Leader
- -To develop Effective Communication Skills and appreciation of the inter-functional coordination necessary for quality service.
- -To learn different Leadership Styles and how to deal with it.
- -To learn the importance Followers
- -Multi culture and Leadership
- -Creative Leadership
- -Innovative Leadership
- -To become a better Leader in the 21st Century

Course Outline:

- -Creative Leadership
- -The Role of the Supervisor
- -Characteristics of an Effective Supervisor
- -Supervising/Managing Fundamentals
- -The Nature of Managerial Work
- -Change Management
- -Productive Performance Leadership
- -Delegation and Empowerment
- -Negotiotion Skills
- -Effective Communication
- -Leadership in Teams
- -Leadership in Decision Groups
- -Leadership public speaking
- -Supportive Leadership

Who Should Attend:

- -Top Management
- -Marketing Managers
- -Sales Managers
- -Plant manager
- -Shift manager
- -Operations Manager
- -Finance Manager
- -Human Resources Manager

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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

Venue | Date | Fees

Jubail | 19-01-2025 | 17,250 SAR Khobar | 09-11-2025 | 14,375 SAR



