

Course Overview:

This workshop-based course is designed to give new and potential managers the skills they need to grow and succeed in what can be a challenging role. It covers a wide range of subjects in the management field, illustrating how to get the most from yourself as well as your team.

Course Objective:

This course aims to provide new and aspiring managers with a broad range of skills and knowledge they need to begin their roles with confidence.

Course Outline:**Role Assessment and Personal Development Planning**

- This module takes a look at the role and responsibilities of management, as well as identifying personal development and planning needs.

Effective Communication Skills

- This module focuses on the importance of effective communication, and illustrates a number of questioning techniques and communication styles.

Managing Yourself

- Effective management starts with self-management, and this module examines useful planning tools, delegation skills and ways to deal with time stealers and interruptions.

Managing Your Team

- This module covers different management styles and when to use them, performance management and goal setting, how to motivate and run a team, as well as dealing with individual behaviours within the team.

Who Should Attend:

This course is designed for those who are either new to a management position or aspiring to become managers.

Training Language:

English-Arabic

Training Methodology:

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