

Course Overview:

Modern Leadership and Management are both art and science. It is the art of making people more effective than they would have been without you. The science is in how you do that. There are four basic pillars: plan, organize, direct, and monitor. Through this Course the audience will be introduced to the theories of management and the managerial skills for senior managers.

Course Objective:

- Types of managers and leaderships
- Managerial activities and roles
- What is a quality –driven organization
- How to lead and manage multicultural organization
- Understand Managing Diversity
- Decision making process
- Ethical standards
- Leadership and staff motivation
- Stress management

Course Outline:

- Working in the new economy
- Organizations in the new workplace
- Levels of leaders and managers
- The management process
- Managerial activities and role
- Essential managerial skills
- Skills and outcome assessment
- Information and decision making
- International business challenges
- Ethics in workplace
- Social responsibility
- How and why managers plan
- Planning tools and techniques
- The importance of controlling
- Human resources management
- Individuals, job design and stress management
- Communication and interpersonal skills

Who Should Attend:

- Seniors Managers
- Team leaders
- Supervisors
- Other personnel many be involved in any managerial disciplines

Training Language:

EN / AR

Training Methodology:

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