

**Course Overview:**

Both leadership and management in the 21st Century are becoming increasingly more complex. Typically organisations in both the public and private sectors are facing changes driven by political, economic, sociological, technological, legal and environmental issues.

**Course Objective:**

- To provide supervisors with the necessary knowledge, skills and behaviours to increase their effectiveness in their current roles
- To equip supervisors with the managerial skills necessary for them to adapt to changing demands
- To improve succession planning by providing a structured development program which will enable supervisors to fulfil their potential within the company

**Course Outline:**

- Developing interpersonal excellence
- Planning and organizing work
- Maintain health and safe environment
- Identify the roles and responsibilities
- Encouraging your people to give their best
- Making the best of your resources
- Defining and managing business processes
- Creating innovation where you work
- How to deal with issues
- Determine your effectiveness in time management
- Leading different types of teams
- Dealing with team conflict
- Manage resources

**Who Should Attend:**

- Supervisors Seeking To Enhance Their Performance
- Managers Desiring To Sharpen Their Skills
- Technical Staff Seeking A Greater Understanding Of Management

**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**

Riyadh | 12-11-2023 | 10,350 SAR  
Khobar | 19-11-2023 | 10,350 SAR  
Riyadh | 19-11-2023 | 10,350 SAR  
ONLINE | 19-11-2023 | 7,475 SAR