

Course Overview:

In today's world middle and senior level managers are faced with increasingly complex responsibilities. In order to meet this challenge they must be continually sharpening their management skills. This programme will focus on the management and leadership skills necessary for success in today's fast changing business environment. In this programme you will learn how to:

- Manage and motivate people more effectively
- Create and harness the power of high performance teams
- Understand and effectively utilize strategic planning techniques
- Negotiate for positive results
- Utilize the Baldrige performance criteria as a standard of excellence and benchmark for your organization

Course Objective:

- Consider methods for improving management performance
- Gain insights into the successful implementation of teams
- Study the techniques of strategic planning
- Solve problems and implement solutions
- Define problems clearly and set unambiguous standards for solutions
- Identify underlying causes for problems
- Examine the application of management best practices

Course Outline:

- Active use of management tools
- Understanding the negotiation process
- Examining the negotiation stages
- Effective use of body language
- Applying best negotiation technique
- Tools and techniques for defining the problem
- Tools and techniques for formulating the hypotheses
- Tools and techniques for collecting the facts
- Tools and techniques for conducting the analysis
- Tools and techniques for developing the solution
- Solving management problems using the method of brainstorming

Who Should Attend:

- All types of employees

Training Language:

EN / AR

Training Methodology:

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