

**Course Overview:**

This course is designed to enable new managers to understand the management functions of planning, organizing, directing and controlling in a team-building manner.

**Course Objective:**

- Run an effective work schedule that will increase the work groups' productivity.
- Learn how to coordinate, delegate, and communicate with others to achieve the desired goals.
- Find out how to creatively manage problem solving and decision-making processes.

**Course Outline:**

- Understanding the Transition from Technical Expert to Functional Manager/Supervisor
- Management Through Performance Analysis
- Planning and Organizing Tools and Techniques
- Dealing with Your Team Members, Contractors and Customers
- Building Successful Work Teams
- Analyzing Issues and Making Effective Decisions
- Creative Decision Making Tools

**Who Should Attend:**

Technical managers, supervisors and engineers who need to develop their managerial skills.

**Training Language:**

Eng/Ar

**Training Methodology:**

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