

Course Overview:

Review of difficult situations faced by managers to provide participants with the skills of effective communication, and networking events that help with other humanitarian thereby reducing the pressure of work

Course Objective:

- Crystallize what the administration, functions and identify the dimensions of the administrative process.
- Review of difficult situations faced by managers.
- Provide participants with the skills of effective communication, and networking events that help with other humanitarian thereby reducing the pressure of work.
- Identify what the pressures of work and sources and types, causes and results.
- Training on the skills and methods of management and response.
- Identify the role of conflict in generating pressure.
- Training on the skills of management and Response

Course Outline:

1. Administration, Director , And the administrative process
2. In segments: the scientific perspective of one long
3. Administrative and practical skills Director. Skills Director , Administrative and balance
4. Director of the fundamental characteristics of the modern enterprise
5. Performance concepts, And performance peculiar
6. The concept of performance, and dimensions. Mathematical model performance
7. Patterns of performance, and how to achieve outstanding performance. Dear Director , Beware
8. What is the meaning of improving the manager performance. Effectiveness ... Efficiency ,Excellence
9. Seven golden rules Of excellence in performance and the performance manager
10. How can they reach the administrative excellence , In performance. Pressure, And performance
11. Effective communication skills. Management skills pressures of work
12. What the pressures of work and sources. Pressures of work ... Causes and consequences
13. What combustion career.
14. Sequence of the emergence of combustion career
15. Key indicators on the vulnerability of individuals to pressures of work
16. Measures exposure to the pressures of work. Symptoms of the pressures of work
17. Health problems of pressure. Impact pressures of work on performance
18. Effective management of pressure. Areas of major organizational details
19. Strategies to deal with the pressures of work ,From the perspective of individuals
20. Exercise sport. Practice the art of relaxation

Training Language:

EN / AR

Training Methodology:

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

21. Time management: Take time ,To manage time
22. Methods and skills of planning time. Benefit from the Department's role
23. Support groups and support

Who Should Attend:

Workers at all levels of management in various departments, institutions and members of the committees and secretaries and meetings makers in the public and private sectors