Projacs
an egis company
بروجاكس للتدريب والتطوير
Projacs Training and Development

Management, Supervision and Leadership Skills Developments

تنمية المهارات الإشرافية والإدارية والقيادية الفعالة

07 – 11 June 2020

Cairo / Egypt

A Member of:
PROJACS ACADEMY

ProjacsAcademy.com

Introduction

Every year brings a bewildering number of changes in the leadership of major organizations. The reasons for the changes are often obscure, and at best, the results are unpredictable. Some changes in leadership bring about significant successes. Other changes result in disaster.
Leadership is one of those kinds of words that's almost impossible to define. It encompasses so many aspects and facets of business behavior,

This course is aimed at the proposition that by closely examining and reading about the various parts of leadership, one might come that much closer to understanding its dynamic processes and be able to implement some of those characteristics into one's career. But keep in mind throughout your reading this course that this leadership thing has a very slippery, very ethereal quality to it. It can be with you one day, and vanish the next. Because of that mercurial trait, leadership is a force that you have to work at every day until you master it. Yet once you've mastered this powerful force, you'll find yourself being propelled to greater heights and new executive adventures, far more expansive than you had ever thought possible.

Objectives

- Know how to be a goal oriented Successful leaders.
- Acknowledge the sense of goals that are important to their subordinates
- Show subordinates effective means of reaching common goals.
- Become the personifications of common purpose. To achieve vision,

Who Should Attend?

Newly appointed or experienced leaders who are expected to demonstrate core competencies, while being problem solvers, decision makers and results producers in a daily environment that features change, issues and ill - structured challenges. These leaders feel the need to equip themselves with techniques that can help achieve greater daily success.
With limited resources and numerous exogenous variables affecting your ability to function at peak performance levels, you will benefit from the best leadership practices and performance leadership techniques that promote innovation, interdependence and proactive thinking.

Course Outline

Day (1):

- **INTRODUCTION**
  - What executive leadership is…and is not
  - The leaders of today leadership in theory executive leadership "defined"
- **THE QUALITIES OF EFFECTIVE LEADERS**
  - The driving forces behind leadership
  - The need to achieve
  - The search for enough power
  - The drive to become wealthy
  - The desire to be recognized
  - The urge to attain inner satisfaction
  - Corporate studies on leadership

Day (2):

- **HANDLING AND MOTIVATING PEOPLE**
  - The initial aspects of human relationships
  - Dealing with human individuality
  - Cooperation or resistance
  - Influencing the behavior system
  - Encouraging employee self-motivation
  - The hierarchy of needs
  - The five categories of "Needs"
  - Using the hierarchy of needs
  - How people react when needs go unfulfilled
  - A case study: How other companies cope what to do
  - Preferred ranking for case study
  - How did you do?
  - How to exert leadership within an organization
  - How do you lead in your company?
  - Executive leadership in small departments
  - Dealing with group norms
  - Developing supportive norms
  - Initiating change in working relationships
- **MASTERING FUNDAMENTAL LEADERSHIPS**
  - Autocratic leadership
  - Participative leadership
  - Democratic leadership
  - Task-oriented leadership

- Follower-oriented leadership
- Consideration-oriented leadership
- Inductive leadership
- Management by objectives (MBO): A Note
- Diagnosing different leadership situations
- Favorable and unfavorable situations
- Intermediate situations

Day (3):

- **SHARPENING YOUR LEADERSHIP IMAGE**
  - Active/demonstrative vs. passive/reserved
  - Distant/remote vs. close/warm styles
  - Status, ceremony and prerogatives
  - Dependence vs. overdependence
  - Perfectionism vs. excellence
  - Test yourself: are you too perfect?
  - Finding the perfect style for you
  - Building goodwill
  - Too much or too little confidence
- **INTRODUCING THE SEVEN MOST IMPORTANT LEADERSHIP SKILLS**
  - **The art of delegation**
    - Six basic guidelines of delegation

Day (4):

  - **Conducting more effective meetings**
    - Advance preparation
    - Interpersonal skills
    - Small group sessions
    - Dealing with problem members
    - Questioning techniques
    - Getting more from the meetings you attend
  - **Dealing with the "stress" of change**
    - The meaning of change
    - Adjustment to changes
    - Opportunities and threats
    - Leadership and change
    - Coping with change
    - The "stress" of change
    - How people respond to stress
    - The Holmes stress scale
    - Sources of stress
    - Manager's daily stress identification chart"

- Exercise
- Diet
- Sleep
- Simple self-help measures
- A final note

- **Four-leading others through conflict**
  - Resolving conflicts
  - Causes of conflict
  - Evaluating your personal conflict management skills
  - Avoiding conflict resolution traps
  - Improve your listening skills
  - Preventing conflicts

Day (5):

- **Leadership, initiative and creativity**
  - Factors that affect managerial initiative
  - The power of peer pressure
  - Managerial emphasis
  - How does a manager come up with "creative" ides
  - Overcoming the "mental censor"
  - The advantages of lateral thinking
  - The techniques of lateral thinking
  - Five blocks to creativity
  - Nine ways to generate new ideas
  - A final word on in initiative, creativity and leadership
- **Finding-and solving-problems**
  - Problem severity
  - Problem definition
  - Search for causes
  - Search for solutions
  - A four step approach to problem-solving
  - Preparation-the first step
  - Digestion-the second step
  - Incubation-the third step
  - Illumination-the final step
  - A final note
- **Decision-making techniques.**
  - Preferences affect decision-making
  - Decision-making-the primary managerial skill
  - At what levels of management should decisions be made
  - Decision tree analysis
  - Is it for you?

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- Technical Session 08.30-10.00 am
- Coffee Break 10.00-10.15 am
- Technical Session 10.15-12.15 noon
- Coffee Break 12.15-12.45 pm
- Technical Session 12.45-02.30 pm
- Course Ends 02.30 pm

Course Fees*

- **2,950USD**
  **VAT is Excluded If Applicable*

المقدمة

يجلب كل عام عددا مذهلة من التغييرات في قيادة المؤسسات الكبرى . وغالبا ما تكون أسباب التغيرات غامضة، وفي أفضل الأحوال ، فإن النتائج لا يمكن التنبؤ بها . وتنجح بعض التغييرات في القيادة فى إحداث نجاحات كبيرة. بينما هناك تغييرات أخرى تؤدي إلى الكوارث.
وتعد القيادة هي واحدة من تلك الأنواع من الكلمات التي يكاد يكون من المستحيل تعريفها . خيث انها تشمل العديد من الاوجه و الوقائع لسلوك مجال الاعمال.

تهدف هذه الدورة التدريبية إلى الافتراض القائل بأنه من خلال دراسة القيادة عن كثب و القراءة عن مختلف أجزاء القيادة، و يمكن للمرء أن يقترب من فهم عملياتها الحيوية و تكون قادرة على تنفيذ بعض من تلك الخصائص في مساره الوظيفى . ولكن يجب ان نأخذ في الاعتبار خلال القراءات الخاصة بهذه الدورة أن معنى القيادة معنى زلق جدا، ذونوعية أثيرية لذلك . يمكن أن يتواجد اليوم ، و يختفي غدا. بسبب سمتة الزئبقية ، ولابد ان تعمل على تعضيد قوة القيادة لديك كل يوم حتى تستطيع اجادتها. وسيدفعك اتقان هذه القوة الضارية الى قمم ومغامرات تنفيذية جديدة ، أكثر بكثير مما كنت تتوقعه.

الاهداف

- تعرف كيف تكون قياديا ناجحا موجهة نحو الهدف
- الاعتراف بتوجه المرؤوسين نحو الأهداف المهمة لهم
- شرح الوسائل الفعالة للوصول الى اهداف مشتركة مع المرؤوسين
- أصبح تجسيد تحقيق الهدف المشترك. لتحقيق الرؤية

الحضور

القادة المعينين حديثا أو من ذوي الخبرة الذين من المتوقع أن يظهر وا الكفاءات الأساسية، في حين يجري حل المشاكل وصناع القرار بطريقة منظمة .هؤلاء القادة يشعرون بالحاجة إلى تسليح أنفسهم مع التقنيات التي يمكن أن تساعد على تحقيق نجاح أكبر يوميا .مع محدودية الموارد والمتغيرات الخارجية التي تؤثر على العديد من قدرتك على العمل بمستويات أعلى في مستويات الأداء، وسوف يستفيد الحضور من أفضل الممارسات القيادية وتقنيات الأداء التي تعزز الابتكار، والاعتماد المتبادل والتفكير الاستباقي.