Projacs
an egis company
بروجاكس للتدريب والتطوير
Projacs Training and Development

Overcoming Barriers in Successful Management

التميز الإداري وإنجاز المهام الصعبة بفعالية

15 – 19 June 2020

Istanbul / Turkey

A Member of:
PROJACS ACADEMY

ProjacsAcademy.com

Introduction

Building on your current Managerial strength, practicing new Skills, Whatever your role in your organization, you will grow professionally and personally from the contacts you make and the new information you acquire in this seminar.

Managerial skills is like salt it is needed to all types of food, also Managerial skills is needed for all kinds of businesses and organizations consequently, in this course we will focus heavily on those skills that a distinguish employee should have if he or she wants to succeed in the world of business.

Management skills

1. Technical skills (hard skills): the ability to apply specialized knowledge or expertise and it involve management functions
2. conceptual skills: the mental ability to analyze and diagnose complex situations and it is involving problem solving analytical skills and intuition and management savvy
3. Human skills: the ability to work with, understand and motivate other people, both individually and in group

Objectives

At the end of this course Participants will be able to:

- Profile themselves and others in term of behavior, Character & Leadership Stile
- Modify their Communication approaches to Suit the behavior profile of Various Character
- Identify Tools of Success
- Improve self-performance throughout effective training
- Follow up Sequence of self-development
- Analyze obstacles and their interrelationship
- Establish an effective Planned approach to overcome objections

Who Should Attend?

- Anyone who wants to push his or her own leadership development in new directions or develop good leadership skills can benefit.
- Middle and senior managers from the private, public, and nonprofit sectors are welcome.
- Executives at all levels can benefit from the program.
- More experienced managers can test their existing decision processes, and newer managers can earn to structure their approach to business decisions.

Course Outline

Day One

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 Two

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 Three

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

Day Four

INTRODUCING THE SEVEN MOST IMPORTANT LEADERSHIP SKILLS

- One-the art of delegation
    - Six basic guidelines of delegation
- Conducting more effective meetings
    - Advance preparation
    - Interpersonal skills
    - Small group sessions
    - Dealing with problem members
    - Questioning techniques
    - Audio-visual aids
    - 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
- 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 Five

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, 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

بناء على قوتك الإدارية الحالية، وممارسة المهارات الجديدة، مهما كان دورك في مؤسستك، سوف تنمو مهنيا وشخصيا من الارتباطات التي تقوم بها والمعلومات الجديدة التي تحصل عليها في هذه الدورة.
المهارات الإدارية هي مثل الملح الذي تحتاج إليه في جميع أنواع الطعام، هكذا هي المهارات الإدارية مطلوبة لجميع أنواع الشركات والمؤسسات وبالتالي، سنركز في هذه الدورة بشكل كبير على المهارات التي يجب أن يمتلكها الموظف المميز إذا أراد تنجح في عالم الأعمال.

المهارات الإدارية:

1. المهارات التقنية (مهارات ثابتة) : القدرة على تطبيق المعرفة أو الخبرة المتخصصة و تشمل وظائف الإدارة
2. المهارات المفاهيمية : القدرة العقلية لتحليل وتشخيص الحالات المعقدة و حل المهارات التحليلية والحدس و الدهاء في إدارة المشكلة
3. المهارات البشرية : القدرة على العمل فرادى و جماعة مع وفهم و تحفيز الآخرين

الاهداف

في نهاية هذه الدورة سيكون المشاركون قادرين على:

- التعريف بأنفسهم والآخرين من حيث السلوك، شخصية القيادة والقيادة
- تعديل أساليب الاتصال الخاصة بهم لتتناسب مع السلوك الشخصي للحرف المختلفة
- تحديد أدوات النجاح
- تحسين الأداء الذاتي من خلال التدريب الفعال
- متابعة تسلسل التطوير الذاتي
- تحليل العقبات وعلاقتها المتبادلة
- وضع نهج مخطط فعال للتغلب على الاعتراضات

الحضور

- أي شخص يرغب في دفع تنمية القيادة الخاصة به في اتجاهات جديدة أو تطوير مهارات قيادية جيدة يمكن أن يستفيد منها
- يرحب بالمدراء المتوسط والكبار من القطاعات الخاصة والعامة وغير الرابحة.
- يمكن للمسؤولين التنفيذيين على جميع المستويات الاستفادة من البرنامج.
- يمكن للمديرين الأكثر خبرة اختبار عمليات اتخاذ القرارات الحالية، ويمكن للمدراء الجدد كسب هيكل مقاربتهم لقرارات العمل.