Projacs
an egis company
بروجاكس للتدريب والتطوير
Projacs Training and Development

The Management and Leadership Tool Kit Program

البرنامج المتخصص في الإدارة والقيادة

15 – 19 June 2020

London / United Kingdom

A Member of:
PROJACS ACADEMY

ProjacsAcademy.com

Introduction

This Workshop offers an extensive training on effective negotiation skills including the different techniques and tools in a global and multi culture environment.

It will include effective future leadership and the theories of motivation, stress causes and management. With effective tools and techniques to leading change in organizations, motivating and influencing followers and managing stress.

Objectives

Upon completion of this course, participants will have good knowledge in:

- Negotiation process
- Negotiation Types
- Negotiation Methods
- Negotiation Skills and Tools
- Negotiation Strategies
- BATNA
- Negotiation Factors
- Planning and Organizing Negotiations
- Effective Communication
- Gender Negotiation
- Negotiation Sources of Power
- The Seven Pillars of Negotiation Wisdom
- Future Leadership
- Situational Leadership Theory
- Kaizen and Leadership
- Strategies and tools to overcome 21st Century challenges
- To learn different Leadership Styles and how to deal with it.
- To learn the importance Followers
- Multi culture and Leadership
- Creative Leadership
- Innovative Leadership
- Motivating People
- Stress Causes
- Stress Management

Who Should Attend?

- Top Management
- Middle Management
- Project Managers
- Sales and Marketing Managers
- HR Manger

Course Outline

Day One:

- Negotiation process
- Negotiation Forms
- Negotiation Opportunities
- Improving Perception
- Interdependence
- Types of Negotiations
- The 'Rational' Model for Decision Making
- Direct and Indirect Methods
- Negotiation Strategies : Principled-Soft-Hard and Tit for Tat Bargaining
- Essentials of Negotiation
- Key Approaches to Negotiation
- Distributive Negotiations
- Integrative Negotiations

Day Two:

- Principles of Negotiation
- Basic Steps of Negotiation
- BATNA
- ZOPA
- Reservation Price
- Communication: Key to Effective Negotiating
- Planning and Preparing for Negotiation
- Negotiation Success Tips
- Ethics in Negotiation
- Business Environment
- Cultural Factors Affecting Negotiation
- How Negotiations Work
- Conflict and Dispute Resolution
- Win-Win Negotiations

Day Three:

- Sources of Power
- The Seven Pillars of Negotiation Wisdom
- Sources of Power
- Information and Expert Power
- Resource Control
- Legitimate Power
- Location in the Structure
- How Negotiations Work in Practice in different Cultures

- Children are Excellent Negotiators
- Gender and Negotiation
- Future Leadership
- SLT Theory
- Motivation Theories
- Stress and Leadership
- Followers Trust in Leaders
- Creative Leadership
- Innovative Leadership
- Strategic Leadership
- Organizational Culture

Day Four:

- The Nature Of Leadership
- The Nature of Managerial Work
- Effective Leadership
- Change Management
- Motivating Followers
- Productive Performance Leadership
- Delegation and Empowerment
- Organizational Behavior
- Stress Causes
- Stress Management
- Multi Culture
- Diversity
- Effective Communication
- Leadership in Teams
- Leadership in Decision Groups

Day Five:

- Leadership Styles
- Developing Leadership Skills
- Problem Solving and Leadership
- Competent Leadership
- Leadership Dimensions
- Leadership in the 21st Century
- Leadership Dimensions
- Charismatic Leadership
- Supportive Leadership
- Critical Thinking
- Knowledge Management
- Emotional Intelligence
- The Habits of Highly Effective Leaders

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*

- **4,500USD**
  **VAT is Excluded If Applicable*

المقدمة

تقدم ورشة العمل هذه تدريبًا مكثفًا على مهارات التفاوض الفعال بما في ذلك التقنيات والأدوات المختلفة في بيئة عالمية متعددة الثقافات.
وسوف تشمل هذه الدورة القيادة الفعالة في المستقبل ونظريات الدافع وأسباب التوتر والإدارة. مع الأدوات والتقنيات الفعالة لقيادة التغيير في المنظمات، وتحفيز المتابعين والتأثير عليهم وإدارة الإجهاد.

الاهداف

عند
الانتهاء من هذه الدورة، سيكون لدى المشاركين معرفة جيدة في:

- عملية التفاوض
- أنواع التفاوض
- طرق التفاوض
- مهارات وأدوات التفاوض
- استراتيجيات التفاوض
- BATNA
- عوامل التفاوض
- تخطيط وتنظيم المفاوضات
- التواصل الفعال
- المساواة بين الجنسين
- مصادر الطاقة التفاوضية
- أركان التفاوض السبعة
- القيادة المستقبلية
- نظرية القيادة الموقفية
- كايزن والقيادة
- استراتيجيات وأدوات للتغلب على تحديات القرن الحادي والعشرين
- لمعرفة أنماط القيادة المختلفة وكيفية التعامل معها.

- أهمية المتابعين
- تعدد الثقافات والقيادة
- القيادة الإبداعية
- القيادة المبتكرة
- تحفيز الاخرين
- أسباب الإجهاد
- ادارة الاجهاد

الحضور

- الإدارة العليا
- ادارة مركزية
- مدراء مشروع
- مديري المبيعات والتسويق
- مدير الموارد البشرية