Projacs
an egis company
بروجاكس للتدريب والتطوير
Projacs Training and Development

# Management Excellence, Planning and Stress Control

# الإبداع الإداري والتخطيط وإدارة ضغوط العمل

**29 June – 03 July 2020**

**Istanbul / Turkey**

A Member of:
PROJACS ACADEMY

ProjacsAcademy.com

## Introduction

Now-a-days, with all global turbulent, Management and planning become an essential disciplines for organizations to lead their ways through changing environment. Acquiring strategic planning methodologies will help organizations to undergo the required change and to position themselves in the global market.
Change, day to day operation and influences can cause Stress which can be understood as a state of imbalance between demands made on us from outside sources and our capabilities to meet those demands when the expected consequences from meeting or not meeting the demands are significantly different.

## Objectives

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

- Handling Your and Other People's Stress
- Empowering, Motivating and Inspiring Others
- Identify the Relationship of Functional Plans to Functional Schedules
- Identify how to take action with multi – level planning teams
- Identify how to build a Teamwork Culture and how to gain team members'
- Commitment and Involvement
- Identify steps of the implementation plan
- Identify Fast track techniques
- Develop, write and present an Implementation plan
- Can control, reduce and even eliminate anxiety & stress symptoms!
- Can learn strategies and techniques that provide stress relief!

## Who Should Attend?

- Delegates working in leadership roles who desire to enhance their leadership competencies and maximize effectiveness in current positions.
- This is an experientially-based dynamic process whereby delegates not only to know, but also learn to reflect on and to apply knowledge.
- Delegates will be comfortable practicing the new skills learnt in the program thus enhancing their overall competence, reflecting on their values and beliefs, sharing personal perspectives, listening to the views of others and thereby broadening their own perspectives.

## Course Outline

### Day (1)

**Applied Strategic Planning**

- Phase One: Planning To Plan
  - Timing
- Environmental Monitoring
- Ongoing Implementation Considerations
- Phase Two: The Values Scan
  - Individual Values
  - Organizational Values
  - Philosophy Of Operations
  - Organizational Culture
  - Stakeholder Analysis
- Phase Three: Mission Formulation
  - What
  - Who
  - How
  - Driving Forces
  - Mission Statement
  - Unit Mission Statements
- Phase Four: Strategic Business Modeling
  - Considerations
- Phase Five: Performance Audit
  - Competitor Analysis
  - Sbu Analysis
  - Other Data
- Phase Six: Gap Analysis
  - Comparison And Modification
- Phase Seven: Contingency Planning
  - Key Indicators And “Trigger Points”
- Phase Eight: Integrating Action Plans
  - Agreement To Share Resources
  - Putting It All Together
- Phase Nine: Implementation

- References
- Source

## Day (2)

- Leading Teams
  - Team Types & Characteristics
  - Evolution of Teams & Team Leadership
  - Leading Effective Teams
  - How Attitudes Affect Leadership
  - Values
  - The Big Five Personality Traits
- Motivation & Empowerment
  - Motivation:
    Rewards
  - Examples of Intrinsic & Extrinsic Rewards
  - Maslow's Hierarchy of Needs
  - Empowerment:
- Principles of effective goal setting
  - Priorities and Goals
    - Road map to personal success
    - Getting practical: priority analysis
    - Personal Management
    - Tips on Prioritizing
  - Goal setting
    - Being efficient Vs being effective

## Day (3)

- Developing and Empowering People
  - Coaching
  - What is Coaching?
  - Developing Employee Skills
  - Increasing Productivity
  - Creating Promo-table Subordinates
  - Fostering a Positive Work Culture
  - Identifying Coaching Opportunities

- Target your Coaching
- Use Performance Appraisal to Guide Your Coaching
- A 4 Steps Process for Coaching
  - Observation
  - Discussion
  - Active Coaching
  - Follow Up
- What Coaching Is and Is Not
- Co-Active Coaching Methodology
- Summing Up

- Delegation
  - What Delegation Is – And what Isn't
  - What Should I Delegate?
  - Symptoms of bad delegation
  - Creating Meaningful Assignments
  - The Manager's Role
  - Following Through: The Manager's Communication
  - Success Center Delegation
  - Doubt Centered Delegation
- Delegation – Troubleshooting
  - Six Levels of Delegation
  - Creating your own Delegation list
  - Benefits you derive from Delegation
  - Spotting the signs of poor Delegation
  - Poor Environments signal Poor Delegation
  - Overcoming obstacles to Delegation
  - Excuses for failing to delegate
  - Personal obstacles to delegation
  - Organizational obstacles to delegation
  - Guidelines for successful delegation
  - Planning Your Delegation: Key Steps
  - What Should I Delegate?
  - Planning Your Delegation: Key Steps

## Day (4)

- Conducting performance review
  - Performance Appraisal
    - Appraisal process
    - Purpose / Uses
    - Advantages of Performance Appraisal
    - Limitations of Performance Appraisal :
    - Methods of Performance Appraisal
    - Alternative Sources of Appraisal
    - Training Appraisers
    - Types of Performance to Measure
    - Methods of performance apraisal
      - ❖ Trait Methods
      - ❖ Behavioral Methods
      - ❖ Results-based Methods
    - PA Methods Vary upon Task Types
    - Contemporary PA Concepts
    - PA under a MBO Program
    - Self-Managed Teams
    - 360° Feedback
    - CONCLUSION
- Time Management and Survival Tips
  - Evaluating your Use of Time
  - Sample Scheduling Grid
  - Tools and Techniques
  - The“ To Do ”list: a Power Tool
  - Monthly“ To Do ”list
  - Daily“ To Do ”list
  - Get Things Done
  - Keep a Diary
  - Tools
    - Tool 1: Master List
    - Tool 2: Your Calendar
    - Tool 3: Daily Task List
    - Tool 5: Telephone/ Address Directory
  - Summary
  - References

## Day (5)

**Stress Control**

- What is Stress?
- Types of Stressors
- Causes and Effects of Stress
- Time Management = Self Management
- Time Management as an Important Stress Management Technique
- Time Management Tips as Stress Management Strategies
    - Plan
    - Delegate
    - Prioritize
    - Schedule Properly
    - Flexibility
    - Avoid Being A Perfectionist
    - Avoid Procrastination
    - Know Your Biological Clock
    - Using the Word “No”
    - Saying “No” without using the Word “No”
    - Use To-Do Lists
- Important vs. Urgent
- The Important/Urgent Matrix
- Eliminating the Urgent
- The Expected vs. the Unexpected
- The Importance of Work-Life Balance
- Benefits of Healthy Eating, Exercise and Sound Sleep
- Learn Relaxation and Revitalization Techniques

## 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*

## مقدمة

فى هذه الايام التى تسودها الاضطرابات العالمية ، تعتبر الادارة والتخطيط من التخصصات المهمة لاى منظمة اكثر من أي وقت مضى ، وذلك لمساعدتهم فى تلمس طريقهم خلال تغيير بيئة العمل. وسوف يساعداكتساب منهجيات التخطيط الاستراتيجي المنظمات على مواكبة التغيير المطلوب للتوضع في السوق العالمية .

يسبب التغيير، والعمل اليومى ودوائر النفوذ الإجهاد الذي يمكن وصفه بحالة عدم التوازن بين ما يطلب منا من مصادر خارجية وقدراتنا على تلبية هذه المطالب بصرف النظر عن العواقب المتوقعة من تلبية أوعدم تلبية هذه المطالب.

## أهداف البرنامج

**في نهاية هذه الدورة سيتمكن المشاركون من :**

- التعامل مع الضغوط الخاصة بك او الناتجة عن الاخرين
- تمكين وتحفيز وإلهام الآخرين
- التعرف على العلاقة بين الخطط وظيفية والتخطيط الزمنى الوظيفى
- تحديد كيفية اتخاذ الإجراءات اللازمة للتعامل مع فرق متعددة المستويات التخطيطة
- تحديد كيفية بناء ثقافة العمل الجماعي وكيفية اكتساب أعضاء فريق '
- الالتزام والمشاركة
- تحديد الخطوات وضع خطة التنفيذ
- تحديد تقنيات المسار السريع
- تطوير وكتابة وتقديم خطة التنفيذ
- كيفية السيطرة والحد من والقضاء على اعراض القلق والإجهاد
- تعلم الاستراتيجيات والتقنيات التي تخفف التوتروالضغوط

## الحضور

- المندوبون الذين يعملون في أدوار قيادية الذين يرغبون في تعزيز الكفاءات القيادية وزيادة الفعالية في الأوضاع الراهنة.
- وسوف تكون مريحة لممارسة المهارات الجديدة المكتسبة في البرنامج وبالتالي تعزيز اختصاصها الشامل، والتي تعكس على القيم والمعتقدات، وتبادل وجهات النظر الشخصية، والاستماع إلى آراء الآخرين ، وبالتالي توسيع نطاق وجهات نظرهم الخاصة.