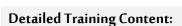# Proposal for the program

The Complete Course on Management and Leadership

Course Objectives

Training Objectives and Goals:

- Provide proven methods and cutting-edge techniques for taking managerial performance to a higher level.
- Enhance skills and abilities which can be put to immediate use in the workplace.
- Articulate an understanding of the role of management and leadership in one's business.
- Identify best management and leadership practices and principles.
- Understand management and leadership and its role in the development of successful organizations.
- Develop skill in management principles of dealing with workplace conflict, coping with risk and risk avoidance, leading motivated teams and effective problem solving.
- Develop skill in leadership principles of change, organizational excellence, communications, empowerment and interpersonal relationships.
- Develop strategies for creating a positive work environment that fosters leadership and a commitment to continuous improvement in others.
- Learn how to create rapport, build trust and establish credibility.
- Recognize the need and value of diversity among members of a work group.
- Develop leadership and management techniques to deal with organizational change.

Course Outlines

Detailed Training Content:

Day 1:

The Foundation of Management:

Understanding what courage really is:

- Having the courage to know yourself.
- Choosing the right management style.
- Putting yourself on the line-taking responsibility.
- Overcoming limiting thoughts and behaviors.
- Having the courage to turn your ideas into action.

Dealing with Workplace Conflict:

- Defining organizational conflict.
- Understanding the causes of conflict.
- Dealing with different learning styles.
- Managing conflict effectively.
- Obtaining the benefits of productive disagreement.

Day 2:

Managing Organizational Improvement:

- Focusing on continuous improvement.
- The role of organizational culture.
- Overcoming resistance to change.
- Coping with risk and risk avoidance.
- Measuring the success of improvement efforts.

Leading Motivated Teams:

- Characteristics of effective teams.
- Characteristics of ineffective teams.
- Managing the factors affecting team performance.
- Supporting team development.
- Understanding team member styles.
- Enhancing team member competencies.

Day 3:

Effective Problem Solving:

- Balancing analytical and creative thinking.
- Effective use of mind mapping.
- Capturing the power of brainstorming.
- Breaking the ten mental locks.
- The four roles of the problem-solving process.
- Treating problems as challenges.

Leadership Roles in our Dynamic, Changing Work Culture:

- Introduction to leadership and the course.
- Identification of strategic principles of leadership skills.
- Challenges leaders face in changing organizations.
- Conditions in the changing culture that require leadership.

- The role of leadership in strategic thinking organizations.
- Understanding the role of organizational change in leadership.

Day 4:

Leadership in Organizational Excellence:

- The role that organization type plays in leadership development.
- Developing a culture of organizational excellence in our work environments.
- Questioning the status quo of productive organizations.
- Leaders modelling the way through personal execution.
- Developing a concept of leadership excellence and customer focus.

Open Communication as a Key Leadership Principle:

- Importance of leadership and communication methods.
- Interpersonal, open communication is two-way.
- Understanding how interpersonal communication preferences differ.
- Communicating empowerment techniques in leadership.
- Leaders need to develop an active listening communication style.
- Communication and interaction openness develop trust.

Day 5:

Leadership Resulting from Trusting Interpersonal Relationships:

- Successful interpersonal interaction develops leaders with trust.
- Characteristics of a leader's interpersonal interaction.
- Identification of the personal interaction style.
- Individual strengths and challenges of each interpersonal styles.
- Understanding how people work better together using diverse interaction styles.
- Leadership is establishing trust in interpersonal relationships.

Developing an Environment of Innovation and Dealing with Reactions to Change:

- Understanding the leadership benefits of an environment of innovation and improvement.
- Leadership in developing a personal change plan.
- Understanding problems inherent with change.
- Leading others through critical change initiatives.
- Preparing other people for leadership.

HDTC
Training

2024

Targeted Audience

Target Audience:

- The course is designed for anyone who desires to demonstrate enhanced management and leadership in their work, whether a coordinator, engineer or manager in any sector of industry and/or business, including the service industry. The course is appropriate for those who have some management experience and wish to enhance leadership skills or those who desire to learn leadership skills to better manage the people in their work.

Training methods

- Technology-Based Learning.
- Simulation in Training.
- Trainer-Led Training.
- Work Teams and Roles.
- Case Studies and Workshops.

Financial Proposal

This fee covers attendance, educational materials, office supplies, and a certificate of attendance.

From 3 to 7 November 2024

Dubai

From 9:00 am to 3:00 pm