

Course Name

Excellence in Leadership and Management

Sector Name

Management And Leadership

Document Type

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Excellence in Leadership and Management

Course Introduction

This training program is designed with an aim to help participants identify leadership opportunities and use natural strengths to take on important management leadership roles within their respective organization. Participants will learn strategies that effective leaders use to lead effectively, build relationships, solve problems, make decisions, work in teams, and succeed during times of organizational change.

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Target Audience

- ✓ Aspiring Leaders and Managers
- ✓ Mid-Level Managers
- ✓ Team Leaders and Supervisors
- ✓ High-Potential Employees
- ✓ Professionals in Transition

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Learning Objectives

- ✓ Gain a comprehensive understanding of leadership skills.
- ✓ Apply leadership and management skills to overcome challenges.
- ✓ Utilize various leadership styles to successfully lead and motivate employees.
- ✓ Master using modern tools and techniques to improve problem solving and decision making.
- ✓ Empower employees through motivation and delegation.
- ✓ Manage self, time, and stress in a restless work environment.
- ✓ Successfully respond and adapt to change.

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Course Outline

✓ **01 Day One**

Introduction to Excellent Management

- ✓ Why most new leaders, managers and supervisors fail?
- ✓ Managing in the new competitive landscape.
- ✓ Managing for competitive advantage.
- ✓ Roles and responsibilities.
- ✓ The four functions and ten roles of management.
- ✓ Skills needed at different management levels.
- ✓ Common mistakes made by leaders.

Defining Leadership and Management

- ✓ Characteristics of an Effective Leader.
- ✓ The Integration of Leadership and Management.
- ✓ Becoming excellent in your management approach.
- ✓ Emotional Intelligence and Leadership and Management.
- ✓ Self-Awareness.
- ✓ Self-Management.
- ✓ Social Awareness.
- ✓ Relationship Management.

Teams and Leadership

- ✓ Differences between teams and work groups.
- ✓ What makes a team and how teams can fail?
- ✓ Characteristics of high performing teams.
- ✓ Stages of team formation.

- ✓ Team dynamics and team building.
- ✓ Situational leadership and its application to team leadership.
- ✓ Current trends and issues.

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Course Outline

✓ 02 Day Two

Delegation

- ✓ Why to delegate?
- ✓ Why does delegation fail?
- ✓ Your Guide to effective delegation.
- ✓ Use delegation to motivate and empower your employees.
- ✓ The dos and don'ts of delegation

Effective Communication Skills

- ✓ Workplace Communication Fundamentals.
- ✓ Elements of the communication process
- ✓ Communication delivery aspects
- ✓ The 4 principles of interpersonal communication
- ✓ Verbal and Nonverbal communication
- ✓ Proven tools and techniques to improve verbal and nonverbal communication
- ✓ Active listening techniques.
- ✓ Communication Behaviour.
- ✓ Conflict Management.

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Course Outline

✓ 03 Day Three

Mastering the art of motivation

- ✓ Definition motivation.
- ✓ Myths about motivation.
- ✓ The main theories.
- ✓ Current trends and issues.
- ✓ Implications for managers.

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Course Outline

✓ **04 Day Four**

Time and stress management

- ✓ Definition of time management
- ✓ Identifying your time wasters.
- ✓ Dealing with and managing your time wasters.
- ✓ Start planning effectively.
- ✓ Using the priority matrix and to-do lists.
- ✓ Causes and symptoms of stress.
- ✓ Techniques and approaches to managing stress.

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Course Outline

✓ 05 Day Five

Problem solving and decision making

- ✓ The helicopter views
- ✓ The Ishikawa fishbone technique
- ✓ The How-How technique
- ✓ Best Practices for Problem Solving and Decision Making
- ✓ Overcoming Inhibitors to Creative Problem Solving
- ✓ Ethical Decision Making
- ✓ Accountability

Effectively Responding and Adapting to Change

- ✓ Benefits of Change
- ✓ Resistance to Change
- ✓ Change and Transition
- ✓ Engaging Groups in Change

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 28, 2027	July 2, 2027	5 days	4250.00 \$	UAE , Dubai
Sept. 21, 2026	Sept. 25, 2026	5 days	4950.00 \$	Austria , Vienna
Nov. 15, 2026	Nov. 19, 2026	5 days	4250.00 \$	Egypt , Cairo
Jan. 10, 2027	Jan. 14, 2027	5 days	4250.00 \$	KSA , Dammam
May 24, 2027	May 28, 2027	5 days	4950.00 \$	Japan , Tokyo

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