€TRAINING

Seminar: The Complete Course on
Management (Certified Manager)

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Introduction

In a fast-paced ever-changing world the demands on a manager are steadily increasing. To be effective a manager must possess a wide array of skills that can be used to carry out his responsibilities and successfully accomplish the organization's goals.

Successful managers realize that they must constantly sharpen their skills and add to the competencies they already possess. To sit still and be content means running the risk of becoming obsolete.

Course Objectives:

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

- Develop new managerial skills and techniques by recognizing key factors in self-management.
- Consider how to manage the implementation of change.
- Learn how to deal with workplace conflict while understanding the influence of style diversity.
- Determine the basis of effective team performance.
- Examine creative techniques for effective problem-solving.

Targeted Audience:

- Managers among all managerial levels
- Supervisors
- Team leaders
- Also, the course is suitable for all the staff among all levels or departments

Course Outlines:

Unit 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.

Unit 2: 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.

Unit 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.