

€ TRAINING

Management and Leadership Principles



1 - 5 December 2024
Manama (Bahrain)
Fraser Suites Seef Bahrain



Management and Leadership Principles

REF: M2412 DATE: 1 - 5 December 2024 Venue: Manama (Bahrain) - Fraser Suites Seef Bahrain Fee: 4475 Euro

Introduction:

This training program is designed to provide participants with a solid foundation in the fundamental principles of effective management and leadership. Through it, participants will develop the knowledge and skills needed to excel in leadership roles within an organizational context.

Program Objectives:

At the end of this program, participants will be able to:

- Understand Management Fundamentals.
- Develop Leadership Skills.
- Create High-Performing Teams.
- Implement Strategic Planning and Execution.
- Evaluate Organizational Performance.

Targeted Audience:

- Current and aspiring managers looking to enhance their leadership skills and effectiveness.
- Supervisors and team leaders seeking to develop a strong foundation in management principles.
- Professionals transitioning into managerial roles for the first time.
- Executives and senior leaders interested in refreshing their understanding of fundamental management concepts.

Program Outline:

Unit 1:

Fundamentals of Management and Leadership:

- Understanding the Role of a Manager and Leader.
- Key Principles of Effective Management.
- Theories and Models of Leadership.

- Distinguishing Between Management and Leadership.
- Assessing Personal Leadership Styles.

Unit 2:

Leadership Skills Development:

- Communication Skills for Leaders.
- Decision-Making and Problem-Solving Techniques.
- Conflict Resolution and Team Collaboration.
- Analytical Thinking and Critical Reasoning.
- Effective Public Speaking and Presentation Skills.

Unit 3:

Building High-Performing Teams:

- Team Formation, Dynamics, and Roles.
- Motivation and Employee Engagement Strategies.
- Performance Management and Feedback.
- Stages of Team Development.
- Creating a Positive Workplace Culture.

Unit 4:

Strategic Planning and Execution:

- Developing and Implementing a Strategic Plan.
- Aligning Goals and Objectives with Organizational Vision.
- Resource Allocation and Budgeting.
- SWOT Analysis and Environmental Scanning.
- Communicating the Vision and Strategy.

Unit 5:



Performance Evaluation and Continuous Improvement:

- Key Performance Indicators KPIs and Metrics.
- Performance Appraisal and Feedback Processes.
- Continuous Improvement Strategies.
- Selecting Relevant KPIs for Your Organization.
- Methods of Implementing Kaizen and Lean Principles.