

€ TRAINING

Mastering Management



29 June - 3 July 2025
Amman (Jordan)



Mastering Management

REF: M126 DATE: 29 June - 3 July 2025 Venue: Amman (Jordan) - Fee: 3550 Euro

Introduction:

This training program aims to equip participants with the essential skills and knowledge to master management principles and practices. It focuses on enhancing leadership capabilities, strategic planning, and effective communication within organizations, enabling participants to lead teams and drive organizational success.

Program Objectives:

By the end of the program, participants will be able to:

- Understand fundamental management theories and their applications.
- Develop effective leadership skills to motivate and engage teams.
- Implement strategic planning processes to achieve organizational goals.
- Enhance communication skills for better stakeholder engagement.
- Evaluate and improve team performance through effective management practices.

Target Audience:

- Current and aspiring managers.
- Team leaders and supervisors.
- Professionals looking to enhance their management skills.
- HR practitioners and organizational leaders.

Program Outline:

Unit 1:

Introduction to Management Principles:

- Definition and importance of management.
- Key functions of management: planning, organizing, leading, and controlling.
- Overview of management theories and styles.
- The role of a manager in today's organizations.

- Identifying personal management strengths and areas for improvement.

Unit 2:

Leadership Skills Development:

- Understanding different leadership styles.
- The impact of effective leadership on team performance.
- Strategies for building trust and rapport with team members.
- Techniques for motivating and inspiring teams.
- Developing a personal leadership development plan.

Unit 3:

Strategic Planning and Decision Making:

- The importance of strategic planning in management.
- Steps in the strategic planning process.
- Tools and techniques for effective decision making.
- Analyzing internal and external environments SWOT analysis.
- Aligning team goals with organizational objectives.

Unit 4:

Effective Communication in Management:

- The role of communication in management.
- Techniques for effective verbal and non-verbal communication.
- Active listening and its importance in leadership.
- Strategies for managing difficult conversations.
- How to communicate effectively across different levels of the organization.

Unit 5:

Performance Management and Improvement:



- Understanding performance management systems.
- Setting clear goals and expectations for teams.
- Techniques for providing constructive feedback.
- Monitoring and evaluating team performance.