



Management And Leadership

Effective Managerial Skills

Course Introduction

We find in the business community people putting more focus on their specialized or technical skills rather than their personal skills. This affects communication and thus team spirit and hence the work flow quality will deteriorate. Understanding one self and looking to develop the style of communicate is the first step of success in the workplace. The work environment is made of people and hence to unite differences and create a successful outcome the communication needs to be at its best. People need to listen to each other well, find the right communication channels and choose the right wording for giving feedback with each other

How will this be presented?

Through dynamic lectures, case studies and small group discussions, you will be exposed to the latest methods, techniques and tools for improving your ability in communicating effectively.

Target Audience

- Newly Promoted Managers.
- Team Leaders.
- Aspiring Managers.
- First-Time Supervisors.
- Mid-Level Managers.
- Project Managers.
- Small Business Owners.
- Department Heads.

Learning Objectives

By the end of this training course, participants will be able to:

- Define 'management'
- Explain the Ethics & Social Responsibility of Management
- Manage business information
- Explore managerial decision making
- Define control processes (what, why, how)
- Master Organizational Strategy & how to create a sustainable, competitive advantage
- Foster innovation & change in the workplace
- Explore organizational design & structures
- Leverage organizational strategies to facilitate change
- Create structures & processes to manage teams
- Gain insight into organizational motivation & leadership
- Implement motivation & leadership strategies

Course Outline

• 01 Day One

Module One: Introduction to Management

- What is Management? and What do Managers do?

• 02 Day Two

Module Two: Why does management matter?.

- Ethics and Social Responsibility.

• 03 Day Three

Module Three : Managing Strategy And Decisions

- Managing Information
- Decision-Making

- **04 Day Four**

Module Four: Control

- Organizational Strategy

- **05 Day Five**

Module Five : Changing and Leaderships

- Innovation and Change
- Organizational Structures and Process
- Managing Teams
- Motivation and Leadership

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 13, 2025	April 17, 2025	5 days	4250.00 \$	KSA - Riyadh
July 7, 2025	July 11, 2025	5 days	4250.00 \$	UAE - Dubai
Nov. 17, 2025	Nov. 21, 2025	5 days	4250.00 \$	UAE - Abu Dhabi