

€ TRAINING

Leadership Excellence and Integrated
Management Systems





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Introduction:

This training program offers participants a comprehensive understanding of effective leadership practices and the implementation of integrated management systems. It emphasizes the alignment of leadership principles with the strategic integration of management processes for sustainable success.

Program Objectives:

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

- Understand the importance of integrated leadership and management in achieving organizational success.
- Analyze and evaluate existing administrative systems and identify problems and opportunities for improvement.
- Develop plans and strategies to improve administrative systems and implement them in an effective manner.
- Develop the leadership skills needed to successfully manage organizations and teams.
- Analyze data and reports and convert them into effective administrative decisions and procedures.

Targeted Audience:

- Leaders and managers.
- Supervisors and administrative staff.
- Those responsible for developing human resources.
- Those interested in administrative development.

Program Outline:

Unit 1:

Introduction and fundamentals of integrated leadership and management:

- The concept of integrated leadership and management.
- The importance of effective direction and vision.
- Operations analysis and performance evaluation.

- Develop leadership skills.

Unit 2:

Analysis and evaluation of administrative systems:

- Analysis of current administrative systems.
- Identify problems and opportunities to improve management practices.
- Performance evaluation and data analysis.

Unit 3:

Developing administrative systems:

- Developing administrative plans and strategies.
- Develop administrative practices and processes.
- Implement improvements and changes.

Unit 4:

Effective team management and direction:

- Develop leadership skills to manage teams.
- Promote collective spirit and team cooperation.
- Develop effective guidance and decision-making skills.

Unit 5:

Continuous monitoring, analysis and evaluation:

- Monitor and analyze performance and data.
- Developing performance indicators and setting priorities.
- Continuous evaluation of results and development of administrative procedures based on data and analysis.