

€ TRAINING

Management and Leadership Principles





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Introduction:

This program is a comprehensive training program designed to provide participants with a solid foundation in the fundamental principles of effective management and leadership. Through a combination of theoretical learning, practical exercises, and real-world applications, 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.

Unit 2:

Leadership Skills Development:

- Communication Skills for Leaders.
- Decision-Making and Problem-Solving Techniques.
- Conflict Resolution and Team Collaboration.

Unit 3:

Building High-Performing Teams:

- Team Formation, Dynamics, and Roles.
- Motivation and Employee Engagement Strategies.
- Performance Management and Feedback.

Unit 4:

Strategic Planning and Execution:

- Developing and Implementing a Strategic Plan.
- Aligning Goals and Objectives with Organizational Vision.
- Resource Allocation and Budgeting.

Unit 5:

Performance Evaluation and Continuous Improvement:

- Key Performance Indicators KPIs and Metrics.
- Performance Appraisal and Feedback Processes.
- Continuous Improvement Strategies.