

# € TRAINING

Developing Executive Skills Using Emotional  
Intelligence, Analytical Mind & Creative  
Sense



# Developing Executive Skills Using Emotional Intelligence, Analytical Mind & Creative Sense

## Introduction:

To become a distinguished administrative leader, you must master the executive skills capable of making distinguished administrative decisions characterized by the search for achievement of successes, which requires the stability of personal ability to analyze and criticize as well as innovation to reach for excellence and job excellence compared to competitors.

## Course Objective:

At the end of this course the participants will be able to:

- Review the executive characteristics of a successful manager.
- Estimate the basic needs of employees and their bosses in the workplace.
- Learn about analysis and mental detail.
- Compare the critical style of thinking and creative sense skills, and dropping that on job performance skills.
- Study the different types of personalities and their impact on the executive skills of job leaders.

## Targeted Audience:

- Directors of Departments
- Incumbents of Administrative
- Executive and Consultative Positions
- Heads of Departments, and their equivalent in all different organizations and institutions.
- Employees who are interested to gain great knowledge to improve their career

## Course Outlines:

### Unit 1: Job Performance Is a Reflection of Success in Life:

- The meaning of career excellence.
- Expected career paths and reaching the executive field.
- Stages of self-development and its relationship to job performance.
- Mental activity and its impact on job competence.
- Analytical mind skills compared to creative skills.

### Unit 2: Staff Natures Between Creativity and Scrutiny:

- Different types of employees within the same workplace.
- Characteristics of professional executive management and how to get there.
- The nature of the internal interaction between different types of employees.
- How to achieve administrative competence in different types of personalities.
- Personal analysis skills and understanding employee natures.

### Unit 3: Mental Skills of Job Leaders:

- Identify and master analytical skills.

- Applied training on Concept search skills.
- Theoretical skills.
- Training in analytical thinking for artistic creativity.
- Learn about critical thinking skills and mastery.
- Training in the concept of decision-making ability and its relationship to critical thinking.
- Determine career goals.
- Systematic planning for operational stages.
- Professional delegation skills and the nature of administrative orders.
- The importance of setting material goals and procedural plans for employees.
- Compare the previous types of thinking with the nature of creative thinking.
- Training in creative sense skills and their reflection on successful managerial leadership.
- Define long-term strategic goals.
- The skills of setting group goals are the focus of the attention of teams.
- How to evaluate facts, choose assistants, and learn about staff natures.
- The importance of setting material goals and procedural plans for employees.

#### Unit 4: Emotional Intelligence, Capacity Model:

- The full cycle of the capacity model and its implications
- Emotional Intelligence Test Mayer Salofi Caruso MSCEIT
- Feeling emotional
- Using emotions
- Understanding emotions
- Managing feelings
- Determine your EI result
- Understand and interpret your EI result
- Advise opinion on EI agreement
- Effects of EI results on professional and personal standards

#### Unit 5: Applying Emotional Skills:

- Manage your skills by applying your emotional intelligence skills
- Managing Others: Apply emotional intelligence skills with others
- Play the emotional role
- Building an emotionally intelligent person
- Workaround the emotional scheme
- Building an emotionally intelligent person using an emotional scheme