€TRAINING

Mastering Management

12 - 16 May 2024
Cairo (Egypt)

Mastering Management

Introduction:

This training program is a comprehensive training designed to enhance participants' managerial skills and leadership capabilities. It covers a wide array of topics essential for effective management. Through a blend of theoretical knowledge, practical exercises, and real-world case studies, participants develop the proficiency and confidence needed to excel in leadership roles and drive organizational success.

Program Objectives:

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

- Describe the effect of the external and competitive environment on their organization.

- Select appropriate methods for measuring and managing performance.

- Describe their organization's culture and climate and their effects on performance.

- Link human resource management to strategic objectives.

- Consider a range of approaches to the delegation.

- Select appropriate strategies for influencing and motivating others.

Targeted Audience:

- Managers.

- Leaders.

- Supervisors & Team leaders.

- HR staff.

- Employees who want to aim great managerial skills to grow their career.

Program Outlines:

Unit 1:

Strategic Orientation:

- Strategic context: the external environment.

- The new business reality.

- Predictable trends in business.

- Competitive forces.

- Stakeholder analysis.

- Strategic resources and constraints.

- Creating a compelling strategic vision.

- Creativity and change.

Unit 2:

Managing Resources and Performance:

- Aligning vision, aims and objectives.

- Performance measurement.

- From measurement to improvement.

- Coaching process to correct poor performance.

- Coaching to challenge.

- Self-coaching and the power to change.

- Coaching and influencing upwards.

- Risk and its management.

Unit 3:

Organisational Behaviour and Human Resources:

- Organizational form: Culture, climate, values and norms.

- Team and group dynamics.

- Assigning responsibilities.

- Deputize to free up time.

- Fundamentals of human resource management.

- Appraisal and reward.

- Learning and development.

Unit 4:

Key Management Competencies: Prioritisation, Time Management, and Delegation:

- Balancing the important and the urgent.

- Setting personal goals.

- Creating time from nothing.

- Batching and how it can win back time.

- Income-producing activities.

- Getting things done through other people.

- Delegation and empowerment.

- Management case study.

Unit 5:

Linking Management to Leadership: Influence, Motivation, and Trust:

- Negotiation and persuasion: the pillars of influence.

- The secret six in business negotiation.

- The nature of motivation.

- The trust bank account.

- Ethics.

- Personal leadership style.

- Balancing work and home life.