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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Key Managerial Skills for New Managers and Supervisors

Code	City	hotel	Start	End	price	Language - Hours
MT-303SA	Al Baha	Hotel Meeting	2027-11-07	2027-11-11	10950 SR	En - 25

Program Objectives

By the end of the program, participants will be able to:

- Discover their role as new managers or supervisors.
- Apply different leadership styles to successfully lead and motivate their employees.
- Empower employees through delegation.
- Build and manage winning teams.
- Manage self, time, and stress in a restless work environment.
- Apply new tools and techniques to improve decision-making and problem-solving.

Who should attend

New managers or supervisors, prospective managers or supervisors, and managers or supervisors with some experience but no formal training.

Program Outline

Day 1 : Responsibilities of New Managers

- Managing for Competitive Advantage
- Roles and Responsibilities
- The Four Functions and Ten Roles of Management
- Skills Needed at Different Management Levels

- Common Mistakes Made by New Managers and Supervisors

Day 2 : Teams and Leadership

- What Makes a Team?
- Stages of Team Formation
- Teams Dynamics and Team Building
- Situational Leadership and its Application to Team Leadership
- Current Trends and Issues

Day 3 :Mastering the Art of Motivation

- What is Motivation?
- Myths about Motivation
- The Main Theories
- Current Trends and Issues
- Implications for Managers

Day 4 : Delegation

- Time and Stress Management
- Definition of Time Management
- Identifying Your Time Wasters – Activity Log
- Dealing with and Managing Your time Wasters
- Start Planning Effectively
- Using the Priority Matrix and To-Do-Lists
- Definition of Stress
- Causes and Symptoms of Stress
- Techniques and Approaches to Managing Stress

Day 5 : Problem-Solving and Decision-Making

- Tools and Techniques
- The Traditional Approach to Problem-Solving

- The Helicopter View
- The Ishikawa Fishbone Technique
- The How-How Technique
- The Do’s and Don’ts of Brainstorming Techniques

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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