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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: 10 Tools for Highly Effective Managers

Code	City	hotel	Start	End	price	Language - Hours
MT-293SA	Jeddah	Hotel Meeting Room	2027-11-14	2027-11-18	9950 SR	En - 25

Overview:

Developing personal effectiveness and interpersonal effectiveness in corporate managers by instilling the principles of self-management.

BENEFITS TO CORPORATE MANAGERS

The corporate organizations of today operate in a dynamic and competitive global environment. Whilst business profitability was the critical concern in the past, business sustainability has now become the critical issue. To meet business sustainability, corporate organizations need effective and efficient corporate managers who play a critical role in ensuring growth and development in an organization. Corporate managers need to be equipped with self-management skills that will add value to their performance and productivity. This workshop introduces corporate managers to the 10 tools for self-management to help them become more effective and efficient managers.

INTRODUCTION

10 Tools for Highly Effective Managers

Is a Four-day programme that aims to help managers and business owners to use a holistic approach to attend matters and improve their area of weaknesses, using activity-oriented and experiential learning environment. The simulated management activities provide perfect setting to encourage participation and active learning, Among the highlights of the workshop was the boardroom experience using famous TV live series: ‘The Apprentice’ and ‘You are Fired’ to understand more on the strengths and

weaknesses of each member of their team including themselves in a given project management scenario.

10 Tools for Highly Effective Managers

- How to Lead Your People
- How to Think Strategically
- How to Solve Problems & Make Effective Decisions
- How to Manage Time
- How to Stay Stressfree & Well
- How to Build Great Teams
- How to Communicate & Interpersonalise
- How to Delegate & Empower
- How to Encourage Innovation & Creativity
- How to Focus on Results through Your People

PROGRAMME OBJECTIVES

- Understand and develop skills necessary for new managers/supervisors
- Learn the importance of managing with strategic thinking
- Learn how to set goals and plan effectively and efficiently
- Develop ability to establish a customer focus in management
- Develop positive interpersonal techniques for better people relationships
- Improve their ability to make higher quality decisions
- Apply concepts of team building, team performance and motivation
- Learn how to establish and maintain time management techniques
- Understand the role of stakeholders and learn techniques of stakeholder management
- Understand how to develop productive communication techniques
- Understand the importance of performance standards, goals and objectives
- Develop improvement plans to accomplish work and improve performance

PROGRAMME OUTLINE

Course Content of 10 Tools for Highly Effective Managers

How To Lead Your People

- Definition of a Leader
- Definition of a Manager
- Difference between a Leader and a Manager
- •Tomorrow`s Company versus Yesterday`s Company
- The Leader of a Tomorrow`s Company
- 6 Leadership Styles
- Attributes of Leaders
- Leadership Tension

How To Think Strategically

- Strategic Thinking Defined
- 4 Levels of Strategic Thinking
- The Strategy/Operations Relationship
- Strategic Thinking Leading to Strategic Management
- 3 Ws and 2 Hs

How to Solve Problems & Make Effective Decisions

- 5 Key Steps in decision-making
- The ADADA Model
- Barriers to Effective Decision-Making
- The "Ishikawa" Model in Problem-Solving
- Man-Method-Material-Machine
- Basic Steps & Rules in Problem-Solving

How to Manage Time

- Recording Time
- Analyzing Time
- Planning Time
- Managing your Roles and not your Time
- The Yearly Planner
- The Weekly Worksheet
- The Daily Work Plan
- Checklist for effective use of time

How to Stay Stressfree & Well

- Two Types of Stress
- Signs & Symptoms of Stress
- How to Manage Stress
- Type `A` and Type `B` Personality
- Managing Your Health

How to Build Great Teams

- Actively Building Relationships
- Encouraging and Stimulating Others
- Wide Range of Incentives
- Evaluating and Enhancing People`s Capabilities
- Respect for views and actions of others
- Sensitively to the needs and feelings
- Using power and authority
- Setting objectives which are both achievable and challenging
- Commitment to a specific course of action
- Using a variety of techniques to promote morale and productivity
- Communicating a Vision

How to Communicate & Interpersonalise

- How should I communicate?
- Types of Non-Verbal Communication
- Communication Skills
- Presentation Skills: 6 Key Steps
- Do`s and Dont`s on Delivery

How to Delegate & Empower

- The Difference between Delegation and Empowerment
- Why Delegation?
- Benefits of Delegation
- Reasons why people fail to delegate
- Activities included in Delegation
- A Process for Effective Delegation
- Why is Empowerment Important?
- Benefits of Empowerment
- How to empower employees?
- Guidelines for implementing and improving Empowerment
- Specific Techniques that can be used to Empower a Workforce

How to Encourage Innovation & Creativity

- Can Creativity be taught?
- Right Brain and Left Brain Thinking
- How Creative Are You?
- 8 Steps to Developing Creative Thinking Skills
- 10 Barriers to Creativity
- 12 Questions to Spur the Imagination
- 8 Steps towards stimulating a creative environment

How to Focus on Result through Your People

- Planning and Prioritizing
- Focus on Objectives
- Tackle Problems and Take Advantage of Opportunities
- Set Objectives in Uncertain and Complex Situations
- Focus Personal Attention on Specific Details
- Striving for Excellence
- Actively seek to do things better
- Use change as an opportunity for improvement
- Establish and Communicate High Expectations
- Set Goals that are demanding of self and others
- Benchmarking

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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