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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: Leadership & Management Skills for Supervisors

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| MT-690SA | Dammam | Hotel Meeting Room | 2027-01-31 | 2027-02-04 | 9950 SR | En - 25 |

## INTRODUCTION

As professionals are promoted into new positions of more responsibility they discover very quickly that a new set of leadership and management skills are required in addition to the knowledge and task skills gained from their experience in their previous positions. This programme will provide you with the leadership and management skills necessary for success in your position.

**In this training session you will learn how to:**

- Enhance your leadership and management skills
- Effectively balance the roles of a productive manager
- Motivate and coach your people for effective performance
- Delegate the workload effectively and efficiently

## WHO SHOULD ATTEND?

This programme will prove to be a useful and productive resource for all those who are interested in developing their leadership and management skills.

**It will be of benefit to:**

- Newly promoted members of the management team
- Technical staff planning to transition to a management position
- Supervisors seeking to develop their supervisory skills

- Team leaders interested in further management development
- Managers interested in evaluating their current skill set
- Managers seeking to enhance their managerial skills

## PROGRAMME OBJECTIVES

- Recognize the difference between managing and leading
- Develop their skills of managing and leading
- Devise a strategy to help “manage” their boss
- Discover a variety of communication styles to effectively cope with different situations
- Study the art of motivating employees
- Consider methods for conducting effective performance appraisals with their staff
- Create a plan of action to implement in their organization

## TRAINING METHODOLOGY

Participants will learn by active participation during the programme through the use of a wide variety of instructional techniques. There will be group exercises to allow for a “hands on” approach to learning. Instructional films will be utilized to present “best practices” approaches. In addition there will be in depth discussion of critical success factors.

## PROGRAMME SUMMARY

This programme covers all the essential skills needed by team leaders and managers to be effective in their positions. There will be discussions on the transition from a staff to a managerial position and the obstacles to a successful evolution. The programme will concentrate on the skills required to lead staff, motivate staff, communicate clearly and manage the outcomes expected by higher management within the organization. All participants will return to their organizations with a developed action plan to implement their learning from the programme into their daily routine at work.

# PROGRAMME OUTLINE

## DAY 1 - The Role and Responsibility of a Manager

- What is management about?
- The roles of management
- Characteristics of an ideal manager
- Barriers to effective management
- Making effective decisions
- Managing the relationship with your boss

## DAY 2 - Communicating and Active Listening

- Examining the different ways we communicate
- Identifying obstacles to communication
- Devising a strategy for effective communication
- Active Listening-what is it?
- Developing active listening skills
- Using the right questions to get the right answers

## DAY 3 - Motivating and Coaching your staff

- Theories of Motivation-Maslow, Taylor, Hertzberg
- The manager’s role in motivating others
- Achieving the balance in reward vs. punishment
- Developing your coaching skills
- Strengthening you assets
- Dealing with poor performers

## DAY 4 - Delegating and Empowering your people

- Obtaining the benefits of delegation
- Overcoming the barriers to delegation

- Delegation as opposed to abdication
- Skills of effective delegation
- Managing authority and responsibility
- Developing a delegation action plan

**DAY 5 - The Performance Review**

- Setting goals and objectives for your staff
- Conducting the performance review
- Obtaining the benefits of effective appraisal
- Dealing with objective and subjective criteria
- Managing disciplinary action
- Appraising yourself for advancement

**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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