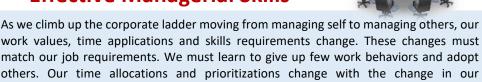
# **Effective Managerial Skills**



The middle tier management is critical for the overall success of the organizations. The work behaviors and time allocations if wrongly adopted cost dearly to the organizations not only in deliverables but also in terms of lower motivation and morale of those reporting to them. Developing and Leading Teams, therefore becomes an important component of their job roles.

# **Benefits of attending**

Productive staff

deliverables.

- Effective motivators
- Increased productivity
- Relationship building
- Reduced workplace conflicts
- Greater profitability

## **Learning Objectives**

- Setting & aligning smart goals for individuals and departments
- Assigning roles and responsibilities accordingly
- Managing Time and settings priorities
- Organizing self and others that you manage
- Performance monitoring, feedback & appraisals
- Effective communications across levels
- Creative problem solving and decision making
- Defining management styles and how these affect the team members
- Getting better results through motivation
- Leading to enhance performance

## **Contents**

## Day 1

- Self-assessment of Managerial Competencies.
- Identifying Managerial Competency needs
- Delegation skills
- Time management skills
- People Management
- Communication skills

#### Day 2

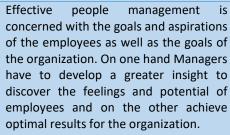
- Creative problem solving & decision making skills
- Team Management
- Motivation skills
- Leadership skills

# **Program Methodology**

- Hands-on Practical Activities (through audio & visual tools
- Assessments
- Interactive Group Discussions and Activities
- Outdoor/indoor Management Games and Exercises
- Brain Storming Sessions
- Debriefs and Facilitated Reviews

"This is one of the best seminars that I have ever attended. I enjoyed it."

Mr. Adeel Shahid Senior Manager Al-Falaij Plastics



This program is designed to deliver and develop skills for the Effective managerial competencies and leadership behaviors required to enhance performance and productivity of Managers.

## Who should attend?

Managers and floor supervisors who want to maximize their productivity as assigned floor/task in charges.

## **Program Dynamics**

Level 1: Basic Level 2: Advance Duration: 02 days Participants: 20-25 Venue: on-site Pre-training assessment: Yes Post-training report: Yes Memory Video & clips: Yes Training manual: Yes Training certificates: Yes

## **Features**

 A toolkit for hands-on available along with training manual



