



Training Course :

Effective Leadership & People Management

Training Course For One Week In

UAE, Dubai, Cityseason Hotel

Which Be Held As Under Details :



Abar Solutions Petroleum Consultancy Invite Your Employee To Participate With Us In Special Training Course As Under Details :

Course Name		Effective Leadership & People Management				
Code	Period	Language	Start	End	Location	Fees
MLT 01	5 Days	Bilingual (Arabic & English)	18/09/2016	22/09/2016	UAE , Dubai , Cityseason Hotel	1750 KD (15% For Individual Registration) & (25% For Group Registration)
			16/10/2016	20/10/2016		
			13/11/2016	17/11/2016		
			25/12/2016	29/12/2016		
			15/01/2017	19/01/2017		
			19/02/2017	23/02/2017		
			26/03/2017	30/03/2017		
			09/04/2017	13/04/2017		
			21/05/2017	25/05/2017		
			25/06/2017	29/06/2017		
			16/07/2017	20/07/2017		
			27/08/2017	31/08/2017		

**** The Fees Includes : Lecturer , Training Material , Training Room With One Coffee Break Daily , Certificate Of Attendance In Last Day Training Course ****

Course Description

⇒ This program offers opportunity for senior-level managers to acquire expert insights, explore leadership & people management concepts, and examine actionable strategies for building the kind of leadership and people manager to enable employees to deliver their optimum performance. This Effective Leadership & People Management program also aims to provide participants with the ideas, frameworks, and tools required to create an environment and culture in which individuals feel compelled to innovate and contribute to a transforming work environment.

Course Objectives

⇒ This program offers opportunity for senior-level managers to acquire expert insights, explore leadership & people management concepts, and examine actionable strategies for building the kind of leadership and people manager to enable employees to deliver

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Course Content & Outlines

⇒ **Introduction to Leadership**

- The distinctive aspects of leadership
- How leadership differs from management
- The challenge of being an effective leader
- Common leadership problems

⇒ **Developing Team Leadership Skills**

- Video case study to illustrate team leader skills
- How an ineffective leader can learn to become an effective leader
- The principles and practices of effective leadership

⇒ **Developing effective leadership styles**

- Analyzing and discovering personal leadership styles
- Adjusting leadership styles to suit the needs of different situations
- How to delegate and empower staff

⇒ **The Team Concept**

- Why organizations need to develop teams
- Reaping the benefits of teamwork
- The difference between teams and work groups
 - ◆ Why teams fails and how to proactively prevent these failures
 - ◆ Identifying the qualities of effective team members and team leaders

- ◆ Identifying the different roles and responsibilities of team members
- ◆ Determining how to move a team forward based on its stage of development

⇒ **Getting Organized and Working Together**

- Conducting and participating in team meetings
- Establishing process and task ground rules
- Getting team members involved
- Building trust and believability
- Handling team member conflicts
- Managing resistance to change and recognizing the three phases of change
- Time management and priority management strategies

⇒ **Handling Difficult Team Situations and Difficult Team Members**

- What is the team never seems to get anything done?
- What if one person is too aggressive and dominates the team?
- What if a team member is not pulling his or her weight?
- Using two-way communication and listening skills to build team rapport
- Giving team members positive and corrective feedback
- Dealing with a difficult team leader or manager
- Interdepartmental and inter team conflicts

⇒ **Capitalizing on Team Diversity and Talents**

- Avoiding subtle exclusion of team members
- Become comfortable with team member diversity
- Use Equity Checking to manage your assumptions about us
- Build a spirit of cooperativeness, not competitiveness
- Fostering team creativity

- Celebrating team successes
- How to end a team and move on

⇒ **Motivating the Team & Improving Team Performance**

- Maximizing and maintaining input and motivation - building the desire for results
- Providing recognition and feedback
- Building a positive and successful team - motivating to achieve maximum performance
- Linking individual effort to team and organizational goals
- Prioritizing and planning for yourself and others
- Responding to poor performance
- Developing effective strategies for yourself and your team

⇒ **A Closer Look at Leading Teams**

- Using the learning curve to develop team members and teams
- Developing team members by delegating
- Build a motivating environment
- The organization's responsibility in team building
- Team building success stories
- Individual Team presentations

With Best Regards From Abar Solutions Petroleum Consultancy